



Tax Property Bidders

It is your responsibility to complete your bid, place it in an envelope, seal it and deliver it only to the office assistants at the front desk of the Department of Sustainable Development and Construction – Real Estate Division, 320 E. Jefferson Boulevard, Room 203, no later than 8:30 A.M. on **April 2, 2015**. The office assistants at the front desk cannot assist you, the bid must be sealed and for your eyes only. **If you do not understand the bidding instructions, please consult a Real Estate Specialist or Attorney for assistance no later than the day before the deadline for bid submission.**

I/we hereby submit a proposal for the purchase of Property located at:

Address: _____

Legal Description: _____

Bid/Proposal Amount \$ _____

Deposit Amount (Including the \$50.00 deed processing fee**) \$ _____

Printed Name: _____ Printed Name: _____

Signature: _____ Signature: _____

I understand and agree that by submitting this offer for the Property, the “General Conditions for Proposals,” described below, are part of this Proposal and that the “General Conditions for Proposals” will survive the closing of this transaction if approved, and the delivery of any deed or other instrument(s) in connection with the sale of the Property.

A cashier’s check or money order must accompany the proposal forms for the appropriate deposit as listed below:

Bid less \$1,000.00	Bid \$1,000.00 to \$10,000.00	Bid over \$10,000.00
Deposit = Bid Amount plus \$50 deed recording fee	Deposit = \$1,000.00 plus \$50 deed recording fee	Deposit = 10% of bid amount or \$10,000.00, whichever is less plus \$50 deed recording fee

This Property is subject to post judgment taxes, penalties and interests, if any.

(**Additional deed processing fees may be required, upon request).



YOU MUST SUBMIT A COMPLETE PROPOSAL
OR
IT MAY BE DISQUALIFIED

1. **Do not enter vacant structures until an executed quitclaim deed has been received from Sustainable Development and Construction – Real Estate Division.**
2. Read carefully the General Conditions for Proposals.
3. Enclose your deposit, including the **\$50.00 deed processing fee**, with the proposal form. **(CASHIER'S CHECK OR MONEY ORDER PAYABLE TO THE CITY OF DALLAS) NO PERSONAL CHECKS WILL BE ACCEPTED. BIDS NOT MEETING MINIMUM BID AMOUNT WILL BE DISQUALIFIED.**
4. **Submit a Tax Certificate for all property owned within Dallas County from the Dallas County Tax Office. (Tax Certificate must be dated no more than 60 days from the date of the Tax Foreclosure Resale)**
5. Complete all the following:
 - a. sign the proposal form
 - b. sign the No Title-Policy Statement
 - c. sign the Certification of no Debts Owed to the City form
 - d. sign the No "Conflict of Interest" Statement
6. Submit your proposal for each Property in a separate sealed envelope to: Sustainable Development and Construction-Real Estate Division, 320 East Jefferson Boulevard, Room 203, Dallas, Texas 75203 with the following language indicated below typed on the exterior:

TAX PROPERTY RESALE – APRIL 2, 2015

For (Address of Property): _____

ALL ENVELOPES MUST HAVE THE ADDRESS OF THE PROPOSED PROPERTY CLEARLY INDICATED ON THE OUTSIDE OR IT WILL BE DISQUALIFIED.

All Proposals must be received at the Sustainable Development and Construction-Real Estate Division, 320 East Jefferson Boulevard, Room 203, Dallas, Texas 75203, no later than 8:30 A.M. on APRIL 2, 2015. On said date, all Proposals will be opened and publicly read aloud at 10:00 A.M. at 320 East Jefferson Boulevard, 1st floor Cafeteria, Dallas, Texas. All Proposals shall remain in effect for 90 days after the due date of submission.

ALL SALES ARE SUBJECT TO THE APPROVAL OF THE DALLAS CITY COUNCIL.
THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.



City of Dallas

READ CAREFULLY

- 1) The land and any improvements described above shall be herein referred to as the "Property".
- 2) The term 'Proposer' shall include the individuals or entities submitting this proposal and bid(s), their spouses, and any individual, their spouse or entity with a shared controlling interest.
- 3) The Proposer understands and agrees that the City of Dallas acquired the Property by a tax foreclosure sale. **The Property is purchased "AS IS, WHERE IS, AND WITH ALL FAULTS."**
- 4) It is my responsibility to check for outstanding or pending code enforcement actions, including, but not limited to repair or demolition orders.
- 5) It is my responsibility to examine all applicable building codes and zoning ordinances to determine if the Property can be used for the purposes desired.
- 6) The quitclaim of the Property to the maximum extent allowed by law is made on an "AS IS, WHERE IS, AND WITH ALL FAULTS" basis and is subject to all visible and apparent taxes, penalties, interests, easements, and any other instruments that are of public record.
- 7) The Proposer represents he has read and fully understands sections 33.52 and 34.01 of the Texas Property Tax Code in its entirety, including all other applicable sections of the Texas Property Tax Code that relate to this transaction. **The Proposer further understands and agrees to pay the post judgment taxes and the pro-rata (current year) Property taxes from the date of closing through all future years so long as said Proposer owns the Property.**
- 8) The Proposer understands and agrees that the City of Dallas acquired the Property by a tax foreclosure sale and said Proposer is familiar with the legal issues involved in such transactions and sale, including the subsequent resale to bidder(s) and/or purchaser(s), and the risks and limitations of such sales. Said Proposer represents that he is equally knowledgeable as the City of Dallas in these matters and transactions.
- 9) The Proposer agrees to accept a Quitclaim Deed to the Property. Said Proposer understands that there are no warranties or guaranties associated with a Quitclaim Deed and that such deed conveys only whatever interest the City of Dallas acquired in the Property, if any. The Proposer understands and agrees that the Quitclaim Deed is subject to the prior owner's right of redemption, if any. The Proposer further understands and agrees that the City of Dallas shall have no responsibility or liability arising from the accuracy of any matter, fact, or thing relating to said Property. A sample copy of the Quitclaim Deed is attached.
- 10) The Proposer further understands and agrees that the City of Dallas shall have no responsibility or liability arising from the accuracy of any matter, fact, or thing relating to said Property. Further, the City of Dallas is not obligated and will not provide or pay for a survey, plat, any environmental review, study, or other related reviews, or documents. However, the Proposer may do so at their sole cost and expense.
- 11) If my Proposal is accepted, the balance of the purchase price owed, if any, shall be paid in full by cashier's check or money order, made payable to the City of Dallas within 30 days after I am notified that the transaction is ready for closing, unless such time period is shortened or extended by written agreement of the undersigned and the City of Dallas. In the event the successful Proposer fails or refuses to consummate the transaction within 90 days following acceptance of the Proposal by the Dallas City Council, such total deposit, except for the \$50.00 deed processing fee shall be retained by the City of Dallas as liquidated damages. The deposit will be returned without interest if my Proposal is not accepted. The responsibility of the City of Dallas to return the deposit to me shall only extend to depositing the same in the U.S. mail, to the undersigned at the address below, on or before 30 days from the date this Proposal is rejected. The City of Dallas reserves the right to reject any and all proposals.

- 12) I/we hereby represent by submitting this Proposal that I am financially capable of obtaining and have ready access to sufficient funds to pay the balance of the purchase price and the necessary recording fees.
- 13) I/we understand that the City of Dallas will not provide a title policy for the Property. Attached are my executed "NO TITLE POLICY STATEMENT" and my executed "NO CONFLICT OF INTEREST STATEMENT," as required by the City of Dallas.
- 14) The City of Dallas is not responsible for any misrepresentations, failure of disclosures, errors, or any negligent or wrongful acts occurring in the context of, or pertaining to the closing of this transaction. The City of Dallas, its officers, agents, and employees are released from any and all claims and cause of actions in conjunction with the bidding, terms, conditions, tax foreclosure, and sale of the Property.
- 15) To the maximum extent allowed by law, the City of Dallas expressly disclaims, and I expressly waive any warranty or representation, express or implied, including without limitation any warranty of condition, habitability, merchantability or fitness for a particular purpose.
- 16) Upon my death or mental incapacity, the Proposal submitted shall become null, void and unenforceable, and the City of Dallas shall have no further obligation to me, my estate or my guardian. On behalf of me, my heirs or my estate, I hereby waive any rights I may have to an award or conveyance of the Property in the event of my death or mental incapacity.
- 17) Proposer represents and states that he is not purchasing this property on behalf of the immediate and previous owner. I represent and certify to the City of Dallas that I have no outstanding City of Dallas judgments against me or my property, and I am not delinquent on the payment of any taxes or non-tax liens on any property owned by me in the City of Dallas.
- 18) By submitting this Proposal, I hereby waive and release any rights I may have, either now or in the future, to undertake any legal or equitable action against the City of Dallas, itself and/or as Trustee, for any failure of the City of Dallas to properly advertise or notice the sale of the Property, or to properly conduct the sale of this Property, and hereby covenants not to sue the City of Dallas, itself and/or as Trustee, in connection with the advertisement, notice of the sale, or the sale of this Property.

SIGNATURE: _____ SIGNATURE: _____

PRINTED NAME: _____ PRINTED NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: () _____ () _____

EMAIL: _____

Please print name(s) to appear on deed if different than above:

ALL PROPOSALS MUST BE SIGNED BY HAND.

For additional information contact or (214) 948 4100 or Beatriz Faustino at (214) 948-4089.



NO TITLE-POLICY STATEMENT

I/we _____ agree to the following:

I/we fully understand and acknowledge that a title policy will not be issued by any title company, nor has one been requested, and a title company has made no new title search regarding the Property to this transaction, to wit:

I/we acknowledge that a title company has made no representations as to the title of the above referenced Property, and I/we fully agree that I/we will hold harmless and indemnify the City of Dallas from any defects in title of the above referenced Property.

Signature

Signature

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____



CERTIFICATION OF NO DEBTS OWED TO THE CITY

THE STATE OF TEXAS)
)
 COUNTY OF DALLAS) **KNOW ALL BY THESE PRESENTS:**

I/we, _____, individually and/or as an authorized representative of the organization submitting a proposal for the property ("Purchaser"), represent and certify to the City of Dallas that Purchaser is not buying this property on behalf of the foreclosed owner. Purchaser further represents and certifies that for any and all properties located within the City of Dallas that are owned by Purchaser, including the individuals or entities submitting the proposal to purchase the property, their spouses and any individual, their spouse or entity with a shared controlling interest, that there are:

- 1) no outstanding City of Dallas judgments;
- 2) no tax delinquencies;
- 3) no unpaid liens or outstanding, open City Code violations;
- 4) no defaults on Municipal Court or District Court orders;
- 5) no assessments or fees owed to the City of Dallas;
- 6) no more than 1 citation per property within the last six (6) months for City Code violations;
- 7) no more than 2 citations per property within the last twelve (12) months for City Code violations;
- 8) no more than 1 mow/clean, securing or demolition lien on each property within the last twelve (12) months.

City Code violations are defined herein as high weeds, litter, illegal storage, junk motor vehicle violations, securing and zoning or structure violations; excluding parking on unimproved surfaces, bulky trash (put out too early for pickup) and signs. A citation that has been dismissed or the defendant found not guilty shall not be included in the determination of the number of citations issued.

Executed this _____ day of _____, 20__.

Signature: _____ Signature: _____

Printed Name: _____ Printed Name: _____



NO "CONFLICT OF INTEREST" STATEMENT

I/we _____ agree to the following:

1. Neither I/we, nor my/our spouse(s), is/are a City of Dallas officer, employee or City Council appointed member of any board or commission.
2. The grant of this application would not violate Chapter XXII, Sec. 11 of the Dallas City charter which follows:

DALLAS CITY CHARTER
CHAPTER XXII, SEC. 11.

SEC.11. FINANCIAL INTEREST OF EMPLOYEE OR OFFICER PROHIBITED.

(a) No officer or employee shall have any financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or services, except on behalf of the city as an officer or employee- Any violation of this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall thereby forfeit the officer's or employee's office or position with the city. Any violation of this section, with knowledge, express or implied, of the person or corporation contracting with the city shall render the contract involved voidable by the city manager or the city council.

(b) The alleged violations of this section shall be matters to be determined either by the trial board in the case of employees who have the right to appeal to the trial board, and by the city council in the case of other employees.

(c) The prohibitions of this section shall not apply to the participation by city employees in federally funded housing programs, to the extent permitted by applicable federal or state law. (Amend. of 8-12-89, Prop. No.1: Amend. of 8-12-89, Prop. No.15)

3.If this application is made on behalf of another person, partnership, corporation or other business entity and if the undersigned or my/our spouse(s) is/are a City of Dallas officer, employee or board or commission member, I/we swear and affirm that neither I/we, nor my/our spouse(s), have financial interest, direct or indirect, with the other person, partnership, corporation or other business on whose behalf this application is made.

Signature

Signature

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____



ADDITIONAL INFORMATION:

If you have any interest in submitting an offer, following are a few typical sources of information that may be helpful in your investigation and research:

1. Dallas Central Appraisal District: www.dallascad.org
Gives details of Property by Owner, Account or Address under “Search Appraisals”.
2. Dallas County: www.dallascounty.org
 - a. County Clerk, ROAM Official Public Records Search
<https://www.roamdallaspropertyrecords.com/index.html>
 - b. Tax Office – Property Tax Lookup – To access property tax information, i.e., Taxes Due, Post Judgment Taxes, Detail by Year & Jurisdiction, etc. go to
http://www.dallasact.com/act_webdev/dallas/index.jsp.

Information regarding the tax case files which contain documents associated with the foreclosure of a property, i.e., the Judgment, Order of Sale, Citations, etc., can be found in the District Clerk’s Office, Records Department at the George L. Allen Sr. Courthouse, located at 600 Commerce Street, Dallas, Texas, 75202 (Telephone No. 214-653-6011). Advance notification may be required and fees may be charged to view or purchase documentation.