



## SMITH COUNTY TAX OFFICE SEALED BID INSTRUCTIONS

\*\*\* YOU MUST SUBMIT A COMPLETED BID OR IT MAY BE DISQUALIFIED \*\*\*

1. DO NOT disturb any occupants.
2. DO NOT enter vacant structures.
3. Read carefully the General Conditions for Bids.
4. Complete the form titled Request For Written Statement Under Texas Tax Code §34.015 Regarding Delinquent Taxes. On this form you are to list all properties owned by you in SMITH COUNTY or ANY CITY or ANY SCHOOL DISTRICT that is located at least in part in Smith County.
5. Have completed form notarized. Wait to sign this form before the notary so she/he may witness your signature.
6. Submit notarized form with \$10.00 to the Smith County Tax Office to request a written statement stating whether there are any delinquent taxes owed by you to SMITH COUNTY or to ANY SCHOOL DISTRICT or MUNICIPALITY having territory in Smith County.
7. Submit a copy of this statement from the Smith County Tax Office with each sealed bid.
8. Attach your cashier's check, money order or letter of credit from a local bank for the full amount of your bid.
9. Sign the bid. All bids must be signed by hand.
10. Submit your bid for each property in separate sealed envelopes with the following typed on the exterior of EACH envelope:

**“SEALED BID ENCLOSED”**  
**NAME**  
**ADDRESS**  
**TELEPHONE NUMBER**  
**PROPERTY ACCOUNT NUMBER**  
**CAUSE NUMBER**

11. Submit your bid for each property to:

**By Mail**

Smith County Tax Office  
P.O. Box 2011  
Tyler, Texas 75710

**In Person**

Smith County Tax Office  
Cotton Belt Building  
1517 West Front  
Tyler, Texas 75702

12. All bids must be received no later than 12:00 p.m. (noon) on the last work day of each month.
13. You need not be present at the bid opening.
14. All sales are subject to the approval of the City of Arp, Arp Independent School District, City of Bullard, Bullard Independent School District, Chapel Hill Independent School District, Emerald Bay M.U.D., City of Lindale, Lindale Independent School District, Smith County, Smith County Tax Assessor-Collector as Successor in Interest to the Smith County Education District, Smith County Water Control District, City of Troup, City of Tyler, Tyler Independent School District, Tyler Junior College, City of Whitehouse, Whitehouse Independent School District, City of Winona, Winona Independent School District, Smith County Rural Fire Prevention District #1, Smith County Rural Fire Prevention District #2, Kilgore Junior College, Troup Independent School District, Van Independent School District as necessary.



## GENERAL CONDITIONS FOR BIDS

\*\*\* READ CAREFULLY \*\*\*

The land and/or improvements described shall hereinafter be referred to as **"the property"**.

The deeds to these properties will contain an acknowledgement that the property is subject to the prior owner's right of redemption, if any, and that property is being purchased "as is" and "with all faults" and "The Entities" have no responsibility for the condition of the property and all sales are made without warranty, expressed or implied.

The Smith County Tax Office assumes no responsibility as to the accuracy of any fact relating to the property for sale. The data reflected in the advertisement is for information only. All sales are "as is" to the successful bidder on a "Buyer Beware" basis.

It is understood and agreed that my bid will be returned if my bid is not accepted. The Smith County Tax Office's responsibility to return my bid to me shall extend only to depositing same in the United States mail on or before 30 days from the date my bid is rejected.

"The Entities" reserve the right to reject any and all bids.

"The Entities" will **NOT** provide a title policy.

The Smith County Tax Office makes no representations of any nature regarding the property, and this agreement represents the sole responsibility of the Smith County Tax Office regarding this property.

If my bid is accepted, the Smith County Tax Office accepts no responsibility for any misrepresentations, failures of disclosure, errors or other negligent or wrongful acts occurring in the context of or pertaining to the closing of this transaction.

The Smith County Tax Office, by advertising this property, makes no warranty concerning zoning or as to whether or not the property so advertised can be utilized for any purpose. It will, therefore, be the responsibility of the bidder to examine all applicable building codes and ordinances to determine that the property in question can be used for the purposes desired.

By entering into this agreement, I waive any rights I may have either now or in the future to undertake any legal action against Smith County for failure of the Smith County Tax Office to properly advertise or notice the sale of the property or to properly conduct the sale of this property.

**I will certify that I have no outstanding tax judgments or tax delinquencies in Smith County by submitting a statement from the Smith County Tax Office stating such as required by House Bill 335.**

FOR ADDITIONAL INFORMATION CALL:  
SMITH COUNTY TAX OFFICE  
903-590-2920



## BID

I hereby submit my bid for the purchase of:

PBF / LGB # \_\_\_\_\_ Cause # \_\_\_\_\_

Property Account # \_\_\_\_\_

Enclosed is a cashier's check, money order or a letter of credit from a local bank for the bid amount.

Bid Amount \$ \_\_\_\_\_

PRINT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

I certify that I have no outstanding tax judgments or tax delinquencies in Smith County. With each sealed bid, I am submitting a statement from the Smith County Tax Office stating such, as required by House Bill 335.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(must be signed by hand)



**SMITH COUNTY TAX OFFICE  
REQUEST FOR WRITTEN STATEMENT UNDER TEXAS TAX CODE §34.015  
REGARDING DELINQUENT TAXES**

A. Printed name of requesting person/company: \_\_\_\_\_

B. Mailing address: \_\_\_\_\_

C. List all properties **now owned** by you in SMITH COUNTY or in ANY CITY or SCHOOL DISTRICT THAT IS LOCATED AT LEAST IN PART IN SMITH COUNTY as follows:

<u>Tax Acct. No.</u>	<u>Legal Description</u>	<u>Property Address</u>	<u>Date Acquired</u>
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1)

2)

3)

4)

[Attach additional sheet if necessary.]

D. List all properties **formerly owned** by you in SMITH COUNTY or in ANY CITY or SCHOOL DISTRICT THAT IS LOCATED AT LEAST IN PART IN SMITH COUNTY as follows:

<u>Tax Acct. No.</u>	<u>Legal Description</u>	<u>Property Address</u>	<u>Date Acquired</u>	<u>Date Sold</u>
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1)

2)

3)

4)

[Attach additional sheet if necessary.]

I hereby request that the Smith County Tax Assessor-Collector deliver to me at the address shown above a written statement under Texas Tax Code § 34.015 stating whether there are any delinquent taxes owed by me to Smith County or to any school district or municipality having territory in Smith County. The above information furnished by me on this form is within my personal knowledge and is true and correct.

\_\_\_\_\_  
Signature and title, if applicable, of requesting person  
(Must be signed before notary public or officer.)

Subscribed and sworn before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which witness my hand and seal of office.

[Notary Seal]

\_\_\_\_\_  
NOTARY PUBLIC, State of Texas

Printed Name: \_\_\_\_\_  
Commission expires: \_\_\_\_\_

**If you knowingly violate Tax Code Section 34.015 by filing a false statement on this form, you could be guilty of a Class B misdemeanor.**

Collector's Use: Fee Collected: \$ _____	Requesting person notified: by mail ____/____/____	by phone: ____/____/____
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