

**Instructions for Completing the Request for Written Statement and
Submitting Written Statement to Dallas County Sheriff's Office**

1. Download/print the Request for Written Statement document from this site which provides verification that the winning bidder has no outstanding delinquent taxes due on any property located within Dallas County.
2. The Request for the Written Statement **MUST** be completed, notarized and sent to the Dallas County Tax Office either by US Mail or by email to special.inventory@dallascounty.org, along with a check for \$10, payable to John R. Ames, Tax Assessor/Collector to:
Dallas County Tax Office
Attn: Special Inventory
Records Building
500 Elm St, Ste 3300
Dallas, TX 75202
3. Upon receipt and review of the Request for the Written Statement, and the \$10 check, the Dallas County Tax Assessor will generate a "Written Statement" (also known as a Bidder Certificate) that is valid for 90 days from the date of issuance.
4. The Written Statement will be returned via e-mail (if provided) or regular mail to the requestor. Please allow 3-5 business days for receipt, research and issuance of the Written Statement. Failure to submit payment with the Request for Written Statement will delay the issuance of the Written Statement. The Dallas County Tax Office cannot ensure that requests received the day of the Tax Sale can be completed prior to the end of the sale.
5. The certified Written Statement form must be submitted to the Dallas County Sheriff's Office via fax 214-761-1391 at least **2 business days before the day of the sale in which the bidder intends to participate.**

Sheriff's Deed will NOT be issued without a valid Written Statement on file.



DALLAS COUNTY TAX OFFICE
JOHN R. AMES, PCC, CTA
TAX ASSESSOR/COLLECTOR

REQUEST FOR WRITTEN STATEMENT UNDER TEX. TAX CODE §34.015 REGARDING DELINQUENT TAXES

Requesting Person/Company:

Mailing Address & Telephone Number:

Per Sec 34.015, The Dallas County Tax Office relies on the information provided by the requestor to sufficiently identify properties owned by the requestor. Written Statements are issued with the most current information available. All accounts are subject to change.

Purpose of Written Statement (check one): Sheriff's Sale or Business/City Permit

1. Identify all real property owned by you which is situated, in whole or in part, in Dallas County: (attach additional accounts on separate page if necessary):

<u>Tax Acct. No.</u>	<u>Legal Description</u>	<u>Property Address</u>	<u>Date Acquired</u>
1)			
2)			
3)			
4)			

2. With respect to any of the real property you identified above, is any of the property situated, in whole or in part, in any of the following cities/school districts? If so, indicate the jurisdiction(s):

<input type="checkbox"/> Garland/Garland ISD	<input type="checkbox"/> Irving ISD	<input type="checkbox"/> City of Combine
<input type="checkbox"/> Richardson ISD	<input type="checkbox"/> Mesquite/Mesquite ISD	<input type="checkbox"/> Ferris/Ferris ISD
<input type="checkbox"/> Carrollton/Farmers Branch ISD	<input type="checkbox"/> City of Ovilla	<input type="checkbox"/> City of Grapevine
<input type="checkbox"/> City of Lewisville	<input type="checkbox"/> City of Wylie	

3. Identify all real property previously owned by you in Dallas County (attach additional accounts on separate page if necessary):

<u>Tax Acct. No.</u>	<u>Property Address</u>	<u>Date Acquired</u>	<u>Date Sold</u>
1)			
2)			
3)			

I hereby request that the Dallas County Tax Assessor-Collector provide to me a Written Statement under Tex. Tax Code §34.015 stating whether there are any delinquent taxes owed by me to Dallas County or to any school district or municipality having territory in Dallas County. I hereby certify under oath and penalty of perjury that the foregoing information is true and correct and being provided by me as a truthful representation of these facts.

Payment of \$10.00 per Written Statement, payable to **John R. Ames**, must accompany this form. Payment is required before Written Statement will be issued.

 Signature and Title, if applicable, of Requesting Person

SWORN TO AND SUBSCRIBED 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: _____