

**PROPERTY APPLICATION  
OF**

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**DATE SUBMITTED:** \_\_\_\_\_

**FOR CONSIDERATION BY THE  
DALLAS COUNTY BAIL BOND BOARD**

*\*please provide one original and one redacted copy\**

# DALLAS COUNTY BAIL BOND BOARD APPLICANT PROPERTY CONVEYANCE CHECK-OFF LIST

*\*If more than one (1) piece of real property is being submitted, a separate check-list and package must be submitted for each*

NAME: \_\_\_\_\_

BONDING COMPANY: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TAX NUMBER: \_\_\_\_\_

CURRENT TAXING DISTRICT'S VALUE: \_\_\_\_\_

\_\_\_\_\_ DEED OF TRUST (Attach an Exhibit "A" containing the legal description)

\_\_\_\_\_ LEASE AGREEMENT (Attach or enclose Affidavit of notice requirement)

\_\_\_\_\_ PLAT (Obtained from DCAD/8 x 10/legible)

\_\_\_\_\_ PHOTOS (All sides of property/color 8 x 10/3 sets)

\_\_\_\_\_ PROOF OF CLEAR TITLE AND OWNERSHIP (i.e. Commitment for Title)

\_\_\_\_\_ AFFIDAVITS (From owner and spouse, if applicable)

\_\_\_\_\_ INSURANCE POLICY (Showing paid in full for current year)

\_\_\_\_\_ COUNTY, CITY AND SCHOOL TAX RECEIPT (Showing paid in full for current year and no outstanding tax liens)

**REQUIREMENTS FOR POSTING REAL PROPERTY AS COLLATERAL TO WRITE BAIL BONDS IN DALLAS COUNTY ARE AS FOLLOWS:**

1. The real property must be unencumbered. (No liens)
2. The real property cannot be a homestead.
3. The real property must be appraised by the county taxing authority for a determinable value.
4. Proof of clear title and ownership must be supplied to the DCBBB, in the form of a Commitment of Title or other similar document.
5. The real property must be deeded in trust to the DCBBB by way of the attached Deed of Trust. If the real property is community property, the spouse must execute the Deed of Trust. Also, the Deed of Trust must be filed with the County Clerk immediately upon execution and acceptance by the DCBBB.
6. A current statement from all taxing units with power to assess or collect taxes against the real property shall be provided indicating that there are no outstanding tax liens against the property, and all taxes are paid current.
7. A statement from the real property owner shall be provided that he will not further encumber the real property after conveying it in trust to the DCBBB, without prior notification and written permission of the DCBBB.
8. A statement shall be provided indicating whether the real property owner is married, and if so, an Affidavit from the spouse agreeing to transfer to the DCBBB, as part of the trust, any right, title or interest that the spouse may have in the real property.
9. If the real property is rented or leased, the DCBBB shall approve and have tenant (s) affirm that the lease is still valid, furnish an estoppel certificate and file the lease agreement with the County Clerk. If the real property is not rented or leased, the owner of the real property must sign an Affidavit stating that before the real property is rented or leased, the DCBBB will have to approve the lease agreement.
10. An agreement shall be provided to insure and keep current the insurance on any improvement on the real property against any damage or destruction while the real property remains in trust to the DCBBB, in the full amount of the value claimed for the improvements.
11. Provide any other thing, as required by the DCBBB or the Texas Occupation Code §1704, as amended from time to time.

**AFFIDAVIT**

STATE OF TEXAS           §  
  §  
COUNTY OF DALLAS       §

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_, AND AFTER BEING DULY SWORN ACCORDING TO LAW UPON OATH DEPOSED AND STATED:

1.     “MY NAME IS \_\_\_\_\_, I AM OVER THE AGE OF EIGHTEEN (18) YEARS, AND AM FULLY COMPETENT IN ALL RESPECTS TO MAKE THIS AFFIDAVIT, HAVING PERSONAL KNOWLEDGE OF THE FACTS AS STATED HEREIN, AND STATE THAT THEY ARE ALL TRUE AND CORRECT.
  
2.     I AM EITHER APPLYING TO RENEW MY LICENSE OR APPLYING FOR A NEW LICENSE AS A BONDSMAN IN DALLAS COUNTY, TEXAS.
  
3.     I HAVE READ AND AM FAMILIAR WITH BOTH THE TEXAS OCCUPATION CODE SECTION 1704, KNOWN AS THE “BAIL BOND ACT” AND THE PROCEDURES AND RULES MANUAL OF THE DALLAS COUNTY BAIL BOND BOARD (THE “DCBBB”).
  
4.     I PROMISE TO COMPLY WITH BOTH THE BAIL BOND ACT AND THE PROCEDURES AND RULES MANUAL OF THE DCBBB, AS AMENDED.
  
5.     ANY REAL PROPERTY I HAVE PLEDGED IN TRUST TO THE DCBBB IS NOT COMMUNITY PROPERTY AND MY SPOUSE (IF APPLICABLE) HAS SIGNED AN AFFIDAVIT ATTESTING TO THIS FACT.
  
6.     ANY PROPERTY I HAVE PLEDGED TO THE DCBBB IS NOT REAL PROPERTY JOINTLY HELD WITH ANY OTHER INDIVIDUAL OR HELD BY ME AS A TENANT IN COMMON WITH ANY OTHER PARTY. IN OTHER WORDS, ANY REAL PROPERTY PLEDGED TO THE DCBBB IS HELD ONLY IN MY NAME.
  
7.     IF I AM PLEDGING REAL PROPERTY AS COLLATERAL, SUCH REAL PROPERTY CAN BE DESCRIBED BELOW (BY MAILING ADDRESS & LEGAL DESCRIPTION):

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8. I AGREE TO KEEP ANY IMPROVEMENTS ON THE ABOVE LISTED REAL PROPERTY IN GOOD REPAIR.
9. I AGREE TO KEEP ALL TAXES ON THE REAL PROPERTY PAID WHILE IT REMAINS IN TRUST WITH THE DCBBB OR ITS DESIGNATED REPRESENTATIVE AND CERTIFY THAT ALL CURRENT TAXES ARE PAID AND THAT I HAVE SUBMITTED ALL TAX STATEMENTS TO THE DCBBB TO ATTEST TO THIS FACT.
10. I AGREE NOT TO FURTHER ENCUMBER THE REAL PROPERTY AFTER CONVEYING IT IN TRUST TO THE DCBBB OR ITS DESIGNATED REPRESENTATIVE, WITHOUT PRIOR NOTIFICATION AND PERMISSION OF THE DCBBB.
11. I AGREE TO INSURE AND KEEP CURRENT THE FIRE AND CASUALTY DAMAGE INSURANCE ON ANY IMPROVEMENTS ON THE REAL PROPERTY AGAINST ALL RISKS AND PERILS, DEPENDING UPON THE NATURE AND USE OF THE REAL PROPERTY, IN THE FULL AMOUNT OF THE VALUE CLAIMED FOR THE IMPROVEMENTS WITH THE DCBBB.
12. I AM FAMILIAR WITH THE TEXAS HOMESTEAD EXEMPTION LAWS AND DO NOT CLAIM ANY PROPERTIES PLEDGED TO THE DCBBB AS MY HOMESTEAD, AND FURTHER AGREE NOT TO CLAIM THE PROPERTIES PLEDGED TO THE DCBBB AS MY HOMESTEAD WITHOUT PRIOR NOTIFICATION AND WRITTEN PERMISSION BY THE DCBBB.”

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SIGNATURE OF APPLICANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY \_\_\_\_\_, WHOSE PHOTO ID I HAVE SEEN AND VERIFIED AS BEING THE PERSON MAKING THIS AFFIDAVIT.

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NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

**AFFIDAVIT OF SPOUSE OR JOINT HOLDER**

STATE OF TEXAS           §  
  §  
COUNTY OF DALLAS       §

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_, AND AFTER BEING DULY SWORN ACCORDING TO LAW UPON OATH DEPOSED AND STATED:

1.     “MY NAME IS \_\_\_\_\_, I AM OVER THE AGE OF EIGHTEEN (18) YEARS, AND AM FULLY COMPETENT IN ALL RESPECTS TO MAKE THIS AFFIDAVIT, HAVING PERSONAL KNOWLEDGE OF THE FACTS AS STATED HEREIN, AND STATE THAT THEY ARE ALL TRUE AND CORRECT.
  
2.     I AM EITHER THE SPOUSE OF OR HOLD REAL PROPERTY JOINTLY WITH \_\_\_\_\_, WHO IS PLEDGING THAT REAL PROPERTY TO THE DCBBB.
  
3.     I UNDERSTAND MY COMMUNITY PROPERTY AND/OR RIGHTS AS A JOINT HOLDER OR TENANT IN COMMON, TO THE REAL PROPERTY LOCATED AT THE MAILING ADDRESS OF \_\_\_\_\_ AND FURTHER DESCRIBED IN A LEGAL ESCRIPTION OF \_\_\_\_\_ IS PLEDGED AS COLLATERAL TO THE DCBBB, AND I HAVE RELINQUISHED ALL RIGHTS I MAY HAVE OR WILL HAVE IN THAT REAL PROPERTY.
  
4.     I KNOWINGLY AND INTENTIONALLY WAIVE MY COMMUNITY RIGHTS AND/OR JOINT HOLDER OR TENANT IN COMMON REAL PROPERTY RIGHTS TO SAID REAL PROPERTY AND HAVE EXECUTED THE DEEDS OF TRUST TO SAID REAL PROPERTY TO INDICATE THAT THIS IS MY DESIRE.”

\_\_\_\_\_  
SIGNATURE OF APPLICANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY \_\_\_\_\_, WHOSE PHOTO ID I HAVE SEEN AND VERIFIED AS BEING THE PERSON MAKING THIS AFFIDAVIT.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS