

JONES COUNTY APPRAISAL DISTRICT'S POLICY FOR TRUST PROPERTY SALES

Purpose

This policy establishes the rules and procedures governing the submission, evaluation, and acceptance of bids for properties acquired through tax foreclosure by governmental entities not participating in the Texas Communities Group. Texas Communities Group services the cities of Anson, Stamford, and Hamlin. A property is not considered a Trust Property until there is a deed filed and recorded establishing the property as a Trust Property.

Property Condition and Due Diligence

All properties are sold **“as is, where is,” without warranty**, express or implied, including but not limited to the condition of the property, title, or permitted use. The sale is strictly limited to the property described in the legal description obtained through foreclosure by the participating governmental entities.

Prospective bidders are solely responsible for conducting all due diligence prior to bidding, including verification of the legal description, physical address, boundaries, and any easements or covenants affecting the property. Addresses and photographs are provided for reference only to assist in locating the property and are **not binding** in any sale.

Minimum Bid Requirements

Unless otherwise specified, the minimum bid that will be considered will be court costs (which can be acquired from the District Clerk's office) and there will be applicable deed preparation and recording fees added upon processing. Any appraisal value provided is for informational purposes only and does not constitute a minimum or reserve bid. Bidders should submit the amount they are willing and able to pay in full if the bid is accepted.

Bidding Process

All sales are conducted through a **sealed-bid process**. You must write your name, the parcel ID, and the date you are submitting the bid on the front of your sealed envelope. Please clearly notate on the outside of the envelope that this is a **“Sealed Bid”**. A bid sheet, provided by the Jones County Appraisal District, must also be filled out and enclosed in the sealed envelope. A bid sheet

may be obtained from the Appraisal District's website (www.jonescad.org). These are sealed bids and must be submitted either in office, in our drop box (next to our entrance) or in the mail. The Appraisal District's mailing address is PO Box 348, Anson, TX 79501. Bidders must submit one bid sheet ***per parcel and one bid per envelope***. If a bid sheet contains multiple parcels, it may not be considered. A bid may not be submitted on properties that have not yet been conveyed to the governmental entities in trust. If such a bid is submitted, it will not be considered.

Once a bid is received, bidding will open for 25 calendar days. If the 25th day falls on a day the office is closed, then the bid will be opened the following day that the office is open. At the end of the 25-day time period, the bids will be opened by two Appraisal District employees at 4 p.m. The highest bid is then submitted to the participating taxing entities for approval. Please enclose one bid per envelope. Do not enclose payment. Once a bid has been presented to the taxing entities, it cannot be retracted. Bidders who retract their bids after the bid has been presented to the taxing entities will be banned from participating in future trust property sales.

If there are identical high bids, then the high bidders will be notified and required to submit a new bid to the Jones County Appraisal District within seven (7) days of notification.

Bidders must clearly identify **all individuals or entities** to be named as owners at the time the bid is submitted. Ownership information provided at the time of bidding will be used for deed preparation. No minors may submit a bid. Once a deed has been prepared and recorded, no changes to ownership will be permitted. Unless otherwise specified, the **highest responsive bidder** shall be required to submit the funds **before** the bid is sent to the participating governmental entities for approval. If the funds are not submitted within the next two weeks, the property will go to the next highest bidder with the available funds.

Bid Evaluation and Acceptance

The highest responsive bid will be selected, subject to review and approval by all applicable taxing entities. In certain municipalities, bids may be evaluated based on both price and any future plans submitted by the bidder. In such cases, the bid deemed to be in the best interest of the community will be selected.

A bid will not be accepted if the bidder or designated purchaser:

- Owes delinquent taxes on other property within the county;
- Owes unpaid fines or fees to the municipality or county where the property is located; or
- Owns property within the municipality or county that is subject to unresolved code enforcement penalties.

Participating governmental entities reserve the right to **accept or reject any bid for any reason**, in accordance with applicable law.

Notification, Payment, and Deed Issuance

The winning bidder will be notified by email or telephone using the contact information provided at the time of bidding. Payment of the accepted bid amount, along with all applicable deed and recording fees, must be received **within two (2) weeks** of notification. Payment is required **before** the bid is sent to the participating governmental entities for approval. Otherwise, the next highest bidder will be notified. Payment includes the bid amount plus a recording fee to record the deed in the Jones County Real Property Records.

Upon receipt of payment, a Tax Deed will be prepared and submitted to all applicable taxing entities for consideration and signatures. Bidders should allow up to three (3) months for the approval process. The frequency of when the taxing entities meet varies depending on the location and the entity. Some entities meet monthly, while others only meet quarterly. Only when *all* entities have approved or denied a bid will a bidder be notified. Please do NOT make repeated inquiries to Jones CAD for updates on the bid.

Upon final approval, the deed will be recorded and the recorded deed will be forwarded to the purchaser at the address provided with the successful bid.

BID SHEET

Name of Bidder:	
Bidder Mailing Address:	
Phone Number:	
Email Address:	
Parcel ID No. (Example: R12345)	
Date Bid Submitted:	
Time Bid Submitted:	
Intended Use of Property (optional)	
Amount of Bid:	

Complete this form and return to the Jones County Appraisal District.

By signing below, I affirm that the above information is true and correct, and that I am over the age of 18 years, and that any other owner listed is also above the age of 18;

By signing below, I affirm that I have read the Jones County Appraisal District's Policy on Trust Property Sales.

Signature: _____

Name: _____
(Print)