

DIRECT SALE REQUEST GUIDELINES FOR CITY FEE-OWNED/SURPLUS PROPERTY

A complete Direct Sale Request **must** include the following (incomplete requests will **NOT** be considered):

- A signed original “Direct Sale Request Form”;
- A signed original letter of interest;
- A signed original “No Title Policy Statement” (Attachment A);
- A signed original “No Conflict of Interest Statement” (Attachment B);
- A signed original “No Outstanding Judgments or Taxes Owed Statement” (Attachment C);
- Copy of Recorded Deed and/or Plat which can be found on the County Clerk’s site at <https://ccrecordse.tarrantcountytexas.gov/RealEstate/SearchEntry.aspx> or you can visit the courthouse at Tarrant County Courthouse Deed Records, 100 E. Weatherford, Fort Worth, Texas 76102;
- Copy of the Tarrant Appraisal District’s printout (found at <http://www.tad.org/>); and
- Copies of signed and sealed surveys, maps and/or title commitments – if available or upon request.
- The purchaser will be required to have the property surveyed by a licensed State Certified Surveyor at the purchaser’s expense prior to an appraisal being ordered. We will notify the buyer of when a survey should be ordered if needed.
- The purchaser will be required to select an appraiser from the City approved appraiser list, and payment for the appraisal must be delivered to the Property Management Department Real Property Office, at which time the PMD staff will engage/order the selected appraiser.
- Any expenses incurred by the interested buyer **will not be returned or reimbursed** by the City of Fort Worth. Purchaser should not order any survey or appraisal until instructed to do so by the City of Fort Worth’s Property Management Department. Expenses including but not limited to: Appraisal, Survey, Title Closing Fees (if applicable), outstanding taxes or curative title expenses.

Letter of interest must include the following information:

- Name, mailing address, and phone number of the interested buyer. If purchasing in a company name please provide Articles of Incorporation and/or Secretary of State Documentation (Signatory Authority) showing that the person signing this form has authority to conduct such business for the entity;
- Property address and legal description of the subject property;
- Expressed interest in purchasing the property directly;
- Reason for the interest in purchasing the property directly;
- Specific plans for development or how the property will be utilized; and
- Current appropriate zoning information (can be found at: <https://oneaddress.fortworthtexas.gov/>).

OTHER IMPORTANT INFORMATION

- Buyer will be responsible for paying any property taxes that may be owed on the property in addition to the sales price, regardless of when accrued. This amount will be collected at closing.
- City fee-owned properties will close at the Title Company and a title policy is recommended.



(Attachment A)

No Title Policy Statement

I/We _____ would like to purchase the property located at _____ and as part of my /our offer to purchase, I/WE acknowledge the following:

THE CITY OF FORT WORTH WILL CONVEY THE PROPERTY THROUGH THE USE OF A DEED WITHOUT WARRANTY AND DOES NOT WARRANTY TITLE TO THE PROPERTY. BE ADVISED THE CITY OF FORT WORTH WILL NOT PROVIDE A TITLE POLICY OR TITLE INSURANCE ON THIS REAL ESTATE TRANSACTION. IF YOU NEED A TITLE COMPANY TO ISSUE A TITLE POLICY ON THE PROPERTY, PLEASE CONTACT YOUR TITLE COMPANY TO DETERMINE IF ONE CAN BE ISSUED BEFORE YOU SUBMIT YOUR BID TO THE CITY.

I/We will hold harmless and indemnify the City of Fort Worth from any defects in title of the above referenced property.

Signature

Signature

Printed Name

Printed Name

Date

Date



(Attachment B)

NO CONFLICT OF INTEREST STATEMENT

I/We _____ certify the following:

1. Neither I/we, nor my/our spouse(s), is/are a City of Fort Worth officer, employee or City Council appointed member of any board or commission.
2. The submission of the bid proposal and sale of this Property would not violate Code 2, Sec. 238 of the Fort Worth City Code, which states as follows:

FORT WORTH CITY CODE OF ORDINANCES

CHAPTER 2, SEC. 238

SEC.2-238. STANDARDS OF CONDUCT

- (a) No city officer, employee or advisory board member, or their spouses, shall knowingly:
 - (1) Accept or solicit any benefit from any person, group or business entity that might reasonably tend to influence him in the discharge of his official duties;
 - (2) Grant in the discharge of his official duties any improper benefit to any person, group or business entity;
 - (3) Accept or solicit any benefit, including a promise of future employment, of sufficient economic value that it might reasonably tend to influence him, in the discharge of his official duties, from any person, group or business entity:
 - a. Who is licensed or has a substantial interest in any business entity that is licensed by any city department, agency, commission or board on which the city officer, employee or advisory board member serves; or
 - b. Who has a personal financial interest in any proposed ordinance or decision upon which the city officer, employee or advisory board member may or must act or make a recommendation; provided, however, that any city officer, employee or advisory board member and any spouses, may accept travel and related expenses and attend ceremonial functions, provided that such acceptance and attendance have been approved by the city council prior to the occurrence of the ceremonial function.
 - (4) Disclose any confidential information gained by reason of the position of the officer, employee or advisory board member concerning the property, operations, policies or affairs of the city, or use such confidential information to advance any personal interest, financial or otherwise, of such officer, employee or advisory board member, or others. This subparagraph (4) shall not preclude disclosure of such confidential information in connection with any investigation or proceeding regarding whether there has been a violation of the standards of conduct set forth in this article.
 - (5) Use one's position or office of employment, or city facilities, personnel, equipment or supplies for the private gain of the city officer, employee or advisory board member, or for the private gain of his spouse.
 - (6) Engage in any exchange, purchase or sale of property, goods or services with the city, except:
 - a. Rendering services to the city as an officer, employee or advisory board member;
 - b. The paying of taxes, fines, utility service or filing fees;

- c. Subject to restrictions contained in the charter of the city, executing and performing any community facilities contract or plat in compliance with laws and regulations applicable to any person; provided, however, that if any city ordinance, rule or regulation allows any discretion by the appropriate officers or employees of the city in the interpretation or enforcement of such ordinance, rule or regulation any such discretion shall be exercised in favor of the city in connection with any such community facilities contract or plat;
 - d. Members of advisory boards set up by ordinance, charter or state law who are not otherwise officers or employees of the city, may engage in any exchange, purchase or sale of property, goods or services with the city, or enter into a contract with the city, provided, however, that the board of which they are a member has no advisory function or cognizance, direct or indirect, present or prospective, with respect to the transaction in which such advisory board member engages or proposes to engage.
- (b) No member of the city council, salaried city officer or city employee shall knowingly represent, directly or indirectly, any person, group or business entity:
- (1) Before the city council or any department agency, board or commission of the city;
 - (2) In any action or proceeding against the interests of the city or in any litigation in which the city or any department, agency, board or commission thereof is a party; or
 - (3) In any action or proceeding in the municipal courts of the city which was instituted by a city officer or employee in the course of official duties, or a criminal proceeding in which any city officer or employee is a material witness for the prosecution.
- (c) No member of a city board or commission shall knowingly represent, directly or indirectly, any person, group or business entity:
- (1) Before the board of commission of which he or she is a member;
 - (2) Before a board or commission which has appellate jurisdiction over the board or commission of which he or she is a member;
 - (3) Before the city council in a matter over which the board or commission of which he or she is a member has authority or an advisory function, direct or indirect, present or prospective;
 - (4) In any action or proceeding against the interests of the city or in any litigation in which the city or any department, agency, board or commission thereof is a party; or
 - (5) In any action or proceeding in the municipal courts of the city which was instituted by a city officer or employee in the course of official duties, or a criminal proceeding in which any city officer or employee is a material witness for the prosecution.
- (d) The restrictions in this section do not prohibit the following:
- (1) A city employee or member of a city board or commission (other than city council), or his or her spouse, appearing before the city council or a city department, agency, board or commission to represent himself or herself in a matter affecting his or her property; provided, however, that no such person, or his or her spouse, shall appear before the board or commission of which he or she is a member; or
 - (2) A city employee or officer of an employee organization appearing before the city council or a city department, agency, board or commission to address employment matters; or
 - (3) Otherwise eligible city employees or their spouses from participating in federal- or state-funded programs administered through the City of Fort Worth where the benefits of such programs are available to members of the general public and where the city employee has no administrative, evaluative or decision-making authority concerning the program in which he or she wishes to participate.
 - (4) A partner, associate or relative of a member of the city council, or of a salaried city officer or employee, from representing a person, group or business entity in an action or proceeding in the municipal courts of the city which was instituted by a city officer or employee in the course of

official duties, or in a criminal proceeding in which a city officer or employee is a material witness for the prosecution.

(Ord. No. 10617, § 1(1), 6-26-90; Ord. No. 10751, § 1, 12-18-90; Ord. No. 10739, § 1, 12-6-90; Ord. No. 11428, § 1, 10-19-93; Ord. No. 12611, § I(2), 8-8-96; Ord. No. 12612, § I, 8-8-96; Ord. No. 12839, § 1, 1-28-97)

Signature

Signature

Printed Name

Printed Name

Date

Date



(Attachment C)

NO OUTSTANDING JUDGMENTS OR TAXES OWED STATEMENT

Bidder #1

I certify that I/bidder, _____, have no outstanding judgments and do not owe any taxes to the City of Fort Worth.

Bidder's or Bidder's Authorized Representative's Signature(s)

Date

Bidder #2

I certify that I/bidder, _____, have no outstanding judgments and do not owe any taxes to the City of Fort Worth.

Bidder's or Bidder's Authorized Representative's Signature(s)

Date