

**SHELDON ISD TAX OFFICE
OFFER SUMMARY PACKET**

OFFER:

Contact the law firm to receive any taxes due against the property you are interested in. The law firm will be able to give you any and all taxes due against the property including school, county, and mud taxes as well as court cost. The offer requires a Good Intention Fee of \$350.00 or 5% of the offer amount, whichever is **greater**, to be paid at the time of the offer.

OFFER ACCEPTED:

If our Chief Financial Officer approves the offer you will receive an acceptance letter as soon as practical from date of acceptance by the Sheldon Independent School District Board of Trustees. The letter will be sent from the Tax Assessor/Collector. The law firm will then contact you as to the date of the Constable sale, the month in which the property you placed an offer on is going to be sold. If you do not attend the Constable sale and bid at least the amount of your offer, your Good Intention fee will be forfeited.

OFFER REJECTED:

You will receive a rejection letter from the Tax Assessor/Collector along with the return of your Good Intention Fee as soon as practical from the date within 30 days from the date of acceptance by the Sheldon Independent School District Board of Trustees.

GOOD INTENTION FEE:

If another individual purchases the property at the Constable Sale, your Good Intention Fee will be returned to you within 30 days of the sale.

LAWFIRM TO CONTACT FOR INFORMATION:

**PERDUE, BRANDON, FIELDER, COLLINS, & MOTT, LL.P.
1235 North Loop West, Suite 600
Houston, TX 77008**

Contact: Owen Sonik or Jason Shiery Phone: (713) 862-1860 Fax: (713) 862-1429

NOTE: The information listed above is a summary of events during an offer. Please see the attached ADMINISTRATIVE REAL PROPERTY SALE PROCEDURES OF THE SHELDON INDEPENDENT SCHOOL DISTRICT for full details.

**For a current on-line property list, please visit our website at
www.sheldonisd.com**

**ADMINISTRATIVE REAL PROPERTY SALE PROCEDURES OF THE SHELDON
INDEPENDENT SCHOOL DISTRICT (AS AMENDED 7/22/08)**

1. A list of real properties for sale is available at the front counter of the tax office, as well as the Sheldon ISD website @ www.sheldonisd.com . Information concerning the list is available in the tax office and the number of real properties on the list will be published yearly in the local paper. The list includes properties that have previously been offered for sale to satisfy delinquent property taxes, but for which there was not a sufficient bid. These properties are eligible for tax resale under the Texas Property Tax Code.
2. The Sheldon Independent School District will consider any reasonable Offer to purchase real properties under judgment or foreclosed for taxes. A successful bidder based on at least a **MINIMUM BID** at public resale will take the property free and clear of all taxes, penalties, interest, and court costs included in the tax judgment upon which the sale is based, but not taxes, penalties, interest, and costs, if any, not included in the judgment.
3. Offers for less than the outstanding taxes, penalties, interest and court costs may be submitted. In accordance with Texas law the **MINIMUM BID** must at least equal the amount of the court costs. Higher Offers are more likely to be accepted by all taxing units. Higher Offers on the same real property may be submitted to Sheldon ISD for 30 days from the date of your Offer. Only the highest Offer will be considered. The objective of the District is to get the real properties back on the tax roll generating revenue.
4. All offers must be submitted to the Sheldon ISD tax office on the form provided by the tax office, showing the name of the individual making the offer, the date, and the real property identification. (eg. Harris County Appraisal District Account Number) **Each offer must be accompanied by a check or cash for 5% of the offer amount or \$350.00, whichever is greater, to exhibit the good faith intent of the Offeror.** Sheldon ISD will deposit the good faith money. Deposits for offers rescinded by the Offeror will NOT be returned. Sheldon ISD has the right to accept or reject any and all Offers.
5. On the next available board agenda the administration will inform the board of the highest Offer tendered to the District and seek authorization to take the action set forth below to sell the real property. The person submitting the high offer will be notified in writing as soon as practical whether the offer has been approved.

Real Property Owned by the District

- a. the District may request the public resale of property as provided by Section 34.05(c) of the Texas Property Tax Code, at any time. In this event the entire sale, including preparation of the Deed will be handled by the Harris County Constable's office, and provisions (b) through (e) below shall not apply. Information regarding all property tax sales conducted by the District is available at the Tax Office, or on-line at www.pbfcm.com;
- b. alternatively the District may, in its sole discretion, seek acceptance of the offer by the other taxing authorities when less than the full amount due against the property is offered. This is not necessary when the full amount due is offered and paid, and if the full amount of taxes, penalties, interest (including amounts not included in the judgment, and costs is offered and paid, the District will submit a Tax Resale Deed for consideration by the Board of Trustees at the next regularly scheduled meeting and, if approved, will have the Tax Resale Deed recorded in the Real Property Records of Harris County, Texas, and deliver the recorded original to the Offeror.

When less than the full amount due against the real property is offered, SHELDON ISD may, in its sole discretion, seek acceptance of the Offer by the other taxing authorities. SHELDON ISD cannot guarantee that any offer of less than the full amount of taxes, penalties, interest, (including amounts not included in the judgment) and costs will be accepted by the other taxing entities that tax the property. The offeror must provide payment in full for the real property within 30 days from the date you received notice by certified mail that all taxing authorities have accepted your Offer. If payment in full is not received within the 30 day period, Sheldon ISD can consider the Offer rescinded by the offeror. When payment in full is received by Sheldon ISD, a Tax Resale Deed will be prepared and recorded by the School district and a copy mailed to you. The School District will notify the appraisal district of the sale.

Offers for less than the outstanding taxes, penalties, interest and court costs may be submitted. In accordance with Texas law the **MINIMUM OFFER** must equal the amount of the court costs. Higher Offers are more likely to be accepted by all taxing units, including Sheldon ISD. Higher Offers on the same real property may be submitted to Sheldon ISD for 30 days from the date of your Offer. Only the highest Offer will be considered.

- c. payment will be divided among the taxing authorities on a pro rata basis, after court costs have been paid in the priority established under Texas law;
- d. a tax Resale Deed will be prepared and recorded by the District's law firm;
- e. the District will send a file stamped original copy of the tax Resale Deed to the Offeror and the appraisal district.

OFFER FORM FOR BUYING REAL PROPERTY LOCATED WITHIN THE SHELDON INDEPENDENT SCHOOL DISTRICT

1. The Sheldon Independent School District will consider any reasonable Offer to purchase real properties under judgment or foreclosed for taxes. Each person making an offer must complete this form.
2. All Offers must be submitted to the Sheldon ISD tax office on this form showing the name of the individual making the Offer, the date and the real property identification. **Each offer must be accompanied by a check or cash for 5% of the offer amount or \$350.00, whichever is greater, to exhibit the good faith intent of the Offeror.** Sheldon ISD will deposit the good faith money. Deposits for Offers rescinded by the Offeror will NOT be returned. Sheldon ISD has the right to accept or reject any and all Offers. Offer amounts will not be disclosed to other Offerors unless required by law.
3. Tax foreclosure sales take place at the **Harris County Family Law Center located at 1115 Congress (Downtown Houston).** Tax foreclosure sales are held on the first Tuesday of every month and it is necessary for all offerors to personally attend and bid on property they are interested in. **Successful bidders at public sale are required to pay cash or cash equivalent for any properties they purchase at public sale.**
4. The amount received by the Harris County Constable at the public resale shall be in full satisfaction of all taxes, penalties, interest, and costs due on the property that are included in the judgment upon which the resale is based, but not taxes, penalties, interest, and costs, if any, not included in the judgment.. **This provision shall not be effective until approved by official action of the Sheldon Independent School District Board of Trustees. This provision shall not apply retroactively to tax re-sales that occurred before the date of such approval.**

5. Sheldon ISD and its legal representatives make no warranty regarding sufficiency of the legal description of the real property described or to the acreage, dimensions, restrictions, quality of conditions of or on the real property. **NO SURVEY CAN BE PROVIDED.**
6. Real property acquired by The District by foreclosure for taxes is subject to redemption by the prior owner for a period of at least 180 days following the date on which the purchaser's tax sale deed is filed for record in the Real Property Records of Harris County, Texas. In the case of property that is the residence homestead of the prior owner, or is designated for agricultural use or is a mineral interest sold to a purchaser other than a taxing unit, the property may be redeemed on or before the second anniversary of the date on which the purchaser's tax sale deed is filed for record in the Real Property Records.

(OFFICE USE ONLY)
Offer Current Year Original Levy Amount: _____
Deposit #: _____
Copy Mailed: _____
Escrow Book: _____

SHELDON ISD
OFFER FORM

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

OFFER AMOUNT: _____

ACCOUNT NUMBER: _____

CASE NUMBER _____

REAL PROPERTY DESCRIPTION: _____

**“I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE INSTRUCTIONS,
TERMS AND CONDITIONS.”**

SIGNATURE: _____

DATE: _____

Sworn to and subscribed before me, the undersigned authority, on this ____ day of _____, 20____.

Notary Public, State of Texas

OFFER RECEIVED BY: _____

DATE: _____

AMOUNT RECEIVED: _____