

## **Instructions for Completing the Request for Written Statement**

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 Bowie County.
2. The Request for Written Statement must be completed, notarized and delivered to the Bowie Central Appraisal District along with a copy of requestor's valid driver's license or identification card issued by a state agency or the United States government. These documents must be received in ADVANCE, no later than the Friday before the sale, either in person, by US Mail, by email to [shenderson@bowieappraisal.org](mailto:shenderson@bowieappraisal.org), or via fax to (903) 628-2087.
3. Upon receipt and review of the Request for the Written Statement, the Bowie Central Appraisal District will provide a Bidder Certificate that is valid for 90 days from the date of issuance.
4. There is a \$10 fee for the issuance of the Bidder Certificate. This fee is payable to Bowie Central Appraisal District and is to be mailed/delivered to:  
Bowie Central Appraisal District  
Attn: Sandy Henderson  
710 James Bowie Dr.  
New Boston, TX 75570
5. BIDDER CERTIFICATES WILL NOT BE ISSUED BY THE BOWIE CENTRAL APPRAISAL DISTRICT THE WEEK OF THE SALE.
6. The Bidder Certificate will be returned by request via e-mail, regular mail or may be picked up in person at the Bowie CAD office located at 710 James Bowie Dr., New Boston, TX 75570.
7. The Certified Bidder Certificate must be submitted to the McCreary, Veselka, Bragg & Allen via email to [robbie.wade@mvbalaw.com](mailto:robbie.wade@mvbalaw.com) on or 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.**

# Request for Written Statement About Delinquent Taxes for Tax Foreclosure Sale

Bowie Central Appraisal District

County Tax Office

122 A Plaza West, Texarkana, Texas 75501

Address, City, State, ZIP Code

(903) 793-8936

Phone (area code and number)

**GENERAL INSTRUCTIONS:** This form is for use by a purchaser of property at a tax foreclosure sale under Tax Code Section 34.01 to request a written statement regarding delinquent taxes from a county assessor-collector pursuant to Tax Code Section 34.015.

**Pursuant to Tax Code Section 34.015(n), a person who knowingly violates Tax Code Section 34.015 commits a Class B misdemeanor offense.**

## Step 1: Name, Address, Request Date, Fee Payment

Requesting Person/Company's Name

Current Mailing Address

Address to Which Statement Should be Sent (if different from current mailing address)

City, State, ZIP Code

Phone (area code and number)

Date of Request

☐

Check if you wish a phone call when ready.

To cover the costs, this request requires a fee of \$ . Fee Paid \$

## Step 2: Properties Currently Owned by Person/Company Listed in Step 1

List all properties **currently** owned by the person/company listed in Step 1 and located in this county or in any school district or city located in part in this county. For each property, state account number, date acquired, property address and legal description. You may attach a copy of the latest tax bill for each property.

Property Account Number

Date Acquired

Property Address

Legal Description

Property Account Number

Date Acquired

Property Address

Legal Description

(Attach additional sheet if necessary.)

**Step 3: Properties Formerly Owned by Person/Company Listed in Step 1**

List all properties **formerly** owned by the person/company listed in Step 1 and located in this county or in any school district or city located in part in this county. For each property, state account number, date acquired, property address and legal description. You may attach a copy of the latest tax bill for each property.

Property Account Number

Date Acquired

Property Address

Legal Description

Property Account Number

Date Acquired

Property Address

Legal Description

(Attach additional sheet if necessary.)

**Step 4: Signature of Requesting Person**

I, (requesting person) \_\_\_\_\_ being first duly placed under oath by the undersigned official authorized to administer oaths under the laws of this State, do solemnly swear that the information herein and attached is true and correct.

\_\_\_\_\_  
Signature and Title, if Applicable, of Requesting Person (Must be signed before notary public or officer.)

**Subscribed and sworn** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public Signature \_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

**Collector's Use**

\$

Fee Collected

Taxing Units Notified

Final Statement

Requesting Person Notified by Mail

Requesting Person Notified by Phone