

# Tarrant County - Excess Funds Recovery Guide

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For MaxSam V4 - Automated Excess Funds Recovery System

## OVERVIEW

Tarrant County (Fort Worth area) holds monthly delinquent tax sales on the first Tuesday of each month, conducted by the Constable for Precinct 3. When properties sell for more than the tax obligation, excess proceeds are held in the court registry. The county provides a "Motion to Distribute Excess Funds" form through their Law Library.

## KEY CONTACT INFORMATION

- | Contact | Details |
- | ----- | ----- |
- | Tax Assessor-Collector | 100 E Weatherford St, Fort Worth, TX 76196 |
- | Phone | (817) 884-1186 |
- | County General | (817) 884-1100 |
- | Open Records Email | openrecords@tarrantcountytexas.gov |

## TAX SALE INFORMATION

- Schedule: First Tuesday of each month
- Conducted by: Constable for Precinct 3
- Tax Sale Results: Email openrecords@tarrantcountytexas.gov with month/year

## DEADLINE TO FILE CLAIM

2 YEARS (before the second anniversary of the sale date)

## STEP-BY-STEP CLAIM PROCESS

### Step 1: Get Tax Sale Results

- Email openrecords@tarrantcountytexas.gov
- Specify the month and year of the tax sale
- Request information on excess proceeds held in court registry

### Step 2: Download Motion Form

- Visit tarrantcountytexas.gov
- Go to Law Library section
- Download "Motion to Distribute Excess Funds" form

### Step 3: Prepare Your Motion

#### Include:

- Property information
- Sale date and cause number
- Your claim and relationship to property
- Amount requested

### Step 4: File Motion with Court

- Submit to court that ordered the sale
- Can file under original cause number
- Pay required filing fees

### Step 5: Serve All Parties

- Serve copy on all parties to underlying action
- Must serve at least 20 days before hearing date
- Follow Rule 21a, Texas Rules of Civil Procedure

### Step 6: Attend Hearing

- Court determines distribution priority
- Bring all original documentation
- Court issues order directing payment

## REQUIRED DOCUMENTS

- [ ] Motion to Distribute Excess Funds (county form)
- [ ] Proof of ownership (deed before judgment)
- [ ] Government-issued photo ID
- [ ] Proof of service on all parties
- [ ] Court filing fees
- [ ] All supporting documentation