



Property Management  
Office Box 2570 Waco, Texas  
76702-2570  
254 /750-5651  
kendraa@wacotx.gov  
www.waco-texas.com

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### Purchasing Steps for Tax Foreclosed Property

The process is very simple.

Fill out the Offer to Purchase forms, which states the name you want the deed to be made, your mailing address, phone number and email. All four (4) forms must be signed by the buyer. The Disclaimer and Conditions form states the property is conveyed 'as is' and the city will not provide title insurance or a current survey. The city makes no guarantee as to the availability of utilities or no warranty concerning zoning. Property will not be sold to anyone having taxes owed. Waiver of Liability is a hold harmless agreement, you are allowed to be on the property, but you are not allowed to begin any work, until you have the deed.

You must pay for the property in full and sign four (4) forms.

Once, I have a receipt of payment I will submit the offer to City Council for approval. Once approved, a Tax Resale Deed will be prepared and routed for signatures by the City Manager. Then, the deed is sent to WISD for signatures and then the County Commissioner to be placed on their agenda for approval.

It normally takes 5-6 months to receive the executed deed. Once completed, the deed will be mailed to you.

In the unlikely event your purchase is not approved, your purchase amount will be returned to you in full.

Please feel free to contact me or my staff assistant, Doris for questions. [DorisS@wacotx.gov](mailto:DorisS@wacotx.gov).

I can be reached by e-mail at [KendraA@wacotx.gov](mailto:KendraA@wacotx.gov) or 254-750-5651.

I look forward to visiting with you about the possible purchase of your property.

Sincerely,

Kendra Anderson-Zadnik, Broker, CRS, GRI, ABR  
City of Waco Property Manager  
254-750-5672  
[KendraA@wacotx.gov](mailto:KendraA@wacotx.gov)

# OFFER TO PURCHASE CITY OWNED PROPERTY

Date: \_\_\_\_\_

To: City Council of Waco, Texas

Please accept my offer to purchase the following described property for the stated amount below.

**Address:** \_\_\_\_\_  
**Legal Description:** Lot\_\_\_\_\_, Block\_\_\_\_\_, Addition \_\_\_\_\_  
**Lot Size:** \_\_\_\_\_  
**Zoning:** \_\_\_\_\_  
**MCAD Value:** \$ \_\_\_\_\_  
**Court Cost:** \$ \_\_\_\_\_  
**Purchase Amount:** \$ \_\_\_\_\_

**Background information:** This property is being purchased for general ownership purposes. I understand that in accordance with the Policy for the Sale of Tax-Foreclosed Property. The purchase price is to be the lesser of 40% of the current year MCAD Value, adjudged or court costs as stated above. I have been advised to contact the Planning Department at 1-254-750-5650 to insure that any use of this property I determine in the future will be in compliance with the city rules and ordinances. All sales are final. There are no refunds, unless a taxing entity does not approve sale.

The City of Waco considers this property to be (please initial the correct one):

\_\_\_\_\_ Standard Lot  
\_\_\_\_\_ Substandard Lot

Please make the deed in the name of \_\_\_\_\_ and mail it to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Finance: Payment to be applied to Acct: **1000-485100 REAL**

**Return to 401 Franklin Avenue or email to [Kendraa@wacotx.gov](mailto:Kendraa@wacotx.gov)**

**Disclaimers and Conditions of Sale**  
**Agreement Date:** \_\_\_\_\_

I/We, \_\_\_\_\_ the buyer(s) of the property located at \_\_\_\_\_ do hereby agree and accept that this transaction is contingent upon the following terms and conditions:

**Disclaimers**

- a. the property is being sold on an "AS IS" basis;
- b. the property is being sold subject to the possibility of an existing "prior owner's right of redemption";
- c. the City of Waco makes no warranty concerning zoning or suitability of the property for any specific purpose or use;
- d. it is my sole responsibility as the buyer to examine all applicable building codes and ordinances to determine if the property in question can be used for my intended purpose;
- e. if the property being purchased includes a structure and the condition of that structure is in violation of any construction and building codes, all violations and deficiencies must be repaired/renovated in strict adherence with the procedures and timelines specified in the related Code Inspection Condition Report. **No work can begin until the property has been legally conveyed to the Buyer.**
- f. Offers to Purchase property will not be accepted from any Disqualified Buyer. A Disqualified Buyer is anyone that:
  - 1. is delinquent on any tax account for City of Waco, a school district located in the city limits of Waco, McLennan County College, or McLennan County;
  - 2. owes past due amounts owed to the city for mowing, water bills, library fines, hotel sales tax, abatement of other nuisances by the city for demolition of substandard structures; or
  - 3. has received a notice of violation or a citation regarding any building in the City or inspection code and/or ordinance from the City of Waco and such notice or violation has not been resolved;
  - 4. City of Waco employees or their immediate family.

**Conditions**

- a. the buyer must, at all times, maintain the property at or above all City Code Standards;
- b. in the event, at any time, the buyer elects to build a structure on the purchased property, the buyer acknowledges that such structure must be compatible with the neighborhood character and style of other structures located in the same block and must be formally approved in advance by the related City of Waco inspections and/or plan review departments in accordance with city ordinances.

I have been advised that this sale is subject to approval by the City Council. The average period of time for a Tax Resale deed to be completely executed and mailed is four months after the City Council's approval has been granted.

Agreed and Accepted:

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**WAIVER of LIABILITY and  
TOTAL INDEMNIFICATION AGREEMENT**

I/We, \_\_\_\_\_, do hereby agree and accept complete responsibility for any and all accident(s) and/or injuries including death, which may occur while I am on any and all property owned or held in trust by the City of Waco.

In addition, I hereby hold harmless, the City of Waco, its agent(s), assign(s) and employee(s) from responsibility of any kind for said accident(s) and/or injuries including death.

I am fully aware of the potential for various types of hazards to exist whether in or around structures or on vacant land.

I hereby also accept complete responsibility and liability for all accident(s) and/or injuries including death, which may occur to any individual(s) who come onto the property(ies) as invited or allowed by me. Such persons include, but are not limited to relatives, associates, contractors, employees and any others.

By affixing my signature below, I am exercising my Waiver of Liability and Total Indemnification for the benefit and protection of the City of Waco and all other parties specified above.

**Accepted and Agreed:**

SIGNED \_\_\_\_\_  
Signature

DATE \_\_\_\_\_



### City of Waco Properties for Sale

Available Now	MCAD PID	Street Number	Street	Zip	Deed Legal Description	Lot Frontage	Lot Depth	Lot Size	Current Zoning	2017 MCAD Value	Court Costs	Direct Sales Price
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*Purchasers will receive an ordinary type of Constable's Deed which is WITHOUT WARRANTY, express or implied. Title to property is NOT guaranteed. A policy of title insurance may be difficult to obtain. Property is sold "AS IS" with all faults. All sales are final. All property purchased are subject to a statutory right of redemption. This redemption period commences to run from the date the purchaser's deed is filed for record in the deed records. There is a two year right of redemption for homestead property and property appraised as agricultural land. There is a 180 day right of redemption for all other property. Property purchased may be subject to liens and District Clerk court costs.*

Neighbor Only	183966	4002	3rd St. South	76706	0.32 Acres+/- C. O'Campo Survey, Tract 30	.32 Acres		Landlocked: Road & Utilities extension-Standard	R-1B	\$8,660.00	\$2,097.00	\$2,097.00
Neighbor Only	167700	1501	7th St. N.	76707	Lot A14, Block 21, Chamberlain & Taylor Addition	25	165	SubStandard	R-2	\$2,230.00	\$1,237.00	\$557.50
Neighbor Only	174088	1704	7th St. N.	76707	Lots A1, B1 & D1, Block 19, Garland Addition	88	75	SubStandard	R-2	\$3,160.00	\$1,938.38	\$790.00
Neighbor Only	173560	725	11th St. N.	76707	Lot A16 and B17, Block 229, Finks Subdivision	33	150	SubStandard	R-2	\$4,600.00	\$675.00	\$675.00
2019 Bid Sale	357776 & 185092	3201	15A St. N.	76708	Lot 8 & C9, Block 4, Parkview Addition and Part of Lots E & F of the Scott's Resubdivision of the Parkview Addition			Standard	C-2 & R-1B	\$12,960.00	\$1,623.00	\$5,184.00
Neighbor Only	194875	2315	21st St. N.	76708	Lot B8, Block 103, University Heights Addition	100	50	SubStandard	R-2	\$5,150.00	\$908.00	\$908.00
Available	186841	904	Burgan St.	76704	Lot 16, Block 11, Paul Quinn Addition	50	125	Standard	R-2	\$3,630.00	\$1,450.00	\$1,452.00
Available	186846	905	Burgan St.	76704	Lot 3, Block 12, Paul Quinn Addition	50	125	Standard	R-2	\$3,800.00	Truly Zero	\$1,520.00
Available	186840	906	Burgan St.	76704	Lot 15, Block 11, Paul Quinn Addition	50	125	Standard	R-2	\$3,630.00	\$1,227.00	\$1,452.00

### City of Waco Properties for Sale

<i>Available Now</i>	<i>MCAD PID</i>	<i>Street Number</i>	<i>Street</i>	<i>Zip</i>	<i>Deed Legal Description</i>	<i>Lot Frontage</i>	<i>Lot Depth</i>	<i>Lot Size</i>	<i>Current Zoning</i>	<i>2017 MCAD Value</i>	<i>Court Costs</i>	<i>Direct Sales Price</i>
<i>Available</i>	<i>166900</i>	<i>916</i>	<i>Calumet Ave.</i>	<i>76704</i>	<i>Lot 5, Block 35, Carver Park Addition</i>	<i>50</i>	<i>126</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$4,100.00</i>	<i>\$1,275.00</i>	<i>\$1,640.00</i>
<i>Neighbor Only</i>	<i>195756</i>	<i>424</i>	<i>Clifton St.</i>	<i>76704</i>	<i>Lot B15, C16, Block 6, J. Weisman Addition</i>	<i>40</i>	<i>110</i>	<i>SubStandard</i>	<i>C-3 &amp; R-2</i>	<i>\$3,300.00</i>	<i>\$914.00</i>	<i>\$825.00</i>
<i>Neighbor Only</i>	<i>358047</i>	<i>0-OFF</i>	<i>Clifton St.</i>	<i>76704</i>	<i>Lot D18, Block H, Genicy Ford Addition</i>	<i>landlock</i>		<i>SubStandard</i>	<i>C-3</i>	<i>\$2,590.00</i>	<i>\$23.20</i>	<i>\$647.50</i>
<i>Neighbor Only</i>	<i>197772</i>	<i>515-Rear</i>	<i>Clifton St.</i>	<i>76704</i>	<i>Lot C4, Block 1, George W. Witt Addition</i>	<i>186</i>	<i>70</i>	<i>SubStandard</i>	<i>C-3</i>	<i>\$5,730.00</i>	<i>\$1,225.00</i>	<i>\$1,225.00</i>
<i>Available</i>	<i>166536</i>	<i>709</i>	<i>Dearborn St.</i>	<i>76704</i>	<i>Lot 11, Block 8, Carver Park Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$4,700.00</i>	<i>\$1,060.00</i>	<i>\$1,880.00</i>
<i>Available</i>	<i>166835</i>	<i>912</i>	<i>Dunbar Ave.</i>	<i>76704</i>	<i>Lot 4, Block 30, Carver Park Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$4,410.00</i>	<i>\$1,060.00</i>	<i>\$1,764.00</i>
<i>Neighbor Only</i>	<i>163025</i>	<i>1024</i>	<i>Earle Ave.</i>	<i>76704</i>	<i>Lot B15, Block 8, Nelson Beall</i>	<i>25</i>	<i>150</i>	<i>SubStandard</i>	<i>M-2</i>	<i>\$2,030.00</i>	<i>\$1,247.00</i>	<i>\$507.50</i>
<i>Neighbor Only</i>	<i>195859</i>	<i>1210</i>	<i>Edgeway St.</i>	<i>76704</i>	<i>Lot A5, Block 10, J Weisman and Company Addition</i>	<i>23</i>	<i>142</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$2,170.00</i>	<i>\$1,225.00</i>	<i>\$542.50</i>
<i>Available</i>	<i>186743</i>	<i>903</i>	<i>Garrison St.</i>	<i>76704</i>	<i>Lot 2, Block 6, Paul Quinn Addition</i>	<i>50</i>	<i>125</i>	<i>Standard</i>	<i>R-2</i>	<i>\$3,800.00</i>	<i>\$1,098.00</i>	<i>\$1,520.00</i>
<i>Available</i>	<i>180676</i>	<i>1316</i>	<i>Gholson Rd.</i>	<i>76704</i>	<i>0.28 Acres +/- of the Tomas De La Vega Survey, Tract 361</i>	<i>73</i>	<i>166/150</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$5,120.00</i>	<i>\$1,718.00</i>	<i>\$2,048.00</i>
<i>Neighbor Only</i>	<i>192573</i>	<i>1310</i>	<i>Grant St.</i>	<i>76704</i>	<i>Lot B5, Block 3, Teachers Addition</i>	<i>34</i>	<i>100</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$2,350.00</i>	<i>\$1,488.00</i>	<i>\$587.50</i>

### City of Waco Properties for Sale

<i>Available Now</i>	<i>MCAD PID</i>	<i>Street Number</i>	<i>Street</i>	<i>Zip</i>	<i>Deed Legal Description</i>	<i>Lot Frontage</i>	<i>Lot Depth</i>	<i>Lot Size</i>	<i>Current Zoning</i>	<i>2017 MCAD Value</i>	<i>Court Costs</i>	<i>Direct Sales Price</i>
<i>Available</i>	<i>166464</i>	<i>701</i>	<i>Harlem Ave.</i>	<i>76704</i>	<i>Lot 9, Block 3, Carver Park Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$4,410.00</i>	<i>\$1,330.00</i>	<i>\$1,764.00</i>
<i>Available</i>	<i>166527</i>	<i>706</i>	<i>Harlem Ave.</i>	<i>76704</i>	<i>Lot 2, Block 8, Carver Park Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$4,410.00</i>	<i>\$416.50</i>	<i>\$1,764.00</i>
<i>Available</i>	<i>166559</i>	<i>1006</i>	<i>Harlem Ave.</i>	<i>76704</i>	<i>Lot 9, Block 10, Carver Park Addition</i>	<i>55</i>	<i>140</i>	<i>Standard</i>	<i>R-2</i>	<i>\$4,620.00</i>	<i>\$752.36</i>	<i>\$1,848.00</i>
<i>Available</i>	<i>166499</i>	<i>1025</i>	<i>Harlem Ave.</i>	<i>76704</i>	<i>Lot 22, Block 5, Carver Park Addition</i>	<i>55</i>	<i>140</i>	<i>Standard</i>	<i>R-2</i>	<i>\$4,620.00</i>	<i>\$482.00</i>	<i>\$1,848.00</i>
<i>Available</i>	<i>166526</i>	<i>700 (AKA 1401 Preston)</i>	<i>Harlem Ave.</i>	<i>76704</i>	<i>Lot 1, Block 8, Carver Park Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$4,410.00</i>	<i>\$416.50</i>	<i>\$1,764.00</i>
<i>Available</i>	<i>170164</i>	<i>1123</i>	<i>Hood St.</i>	<i>76704</i>	<i>Lot 2, Block 16, J. F. Davis Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-2</i>	<i>\$4,410.00</i>	<i>\$1,025.00</i>	<i>\$1,764.00</i>
<i>Available</i>	<i>186734</i>	<i>800</i>	<i>Hubert St.</i>	<i>76704</i>	<i>Lot 20, Block 5, Paul Quinn Addition</i>	<i>50</i>	<i>125</i>	<i>Standard</i>	<i>R-2</i>	<i>\$3,800.00</i>	<i>\$1,548.00</i>	<i>\$1,548.00</i>
<i>Available</i>	<i>186749</i>	<i>928</i>	<i>Hubert St.</i>	<i>76704</i>	<i>Lot 8, Block 6, Paul Quinn Addition</i>	<i>50</i>	<i>125</i>	<i>Standard</i>	<i>R-2</i>	<i>\$3,800.00</i>	<i>\$936.00</i>	<i>\$1,520.00</i>
<i>Neighbor Only</i>	<i>170077</i>	<i>722</i>	<i>James Ave. E.</i>	<i>76704</i>	<i>Lot B13, Block 9, J.F. Davis Tract</i>	<i>36</i>	<i>100</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$2,630.00</i>	<i>\$1,334.20</i>	<i>\$657.50</i>
<i>Available</i>	<i>170210</i>	<i>1213</i>	<i>JJ Flewellen Rd.</i>	<i>76704</i>	<i>Lot 5, Block 21, J.F. Davis Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-2</i>	<i>\$4,410.00</i>	<i>\$895.00</i>	<i>\$1,764.00</i>
<i>Available</i>	<i>195861</i>	<i>1214</i>	<i>Kellum St.</i>	<i>76704</i>	<i>Lots B6 &amp; B7, Block 10, J. Weisman Additon</i>	<i>48</i>	<i>142</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$3,880.00</i>	<i>\$1,337.00</i>	<i>\$1,337.00</i>



### City of Waco Properties for Sale

<i>Available Now</i>	<i>MCAD PID</i>	<i>Street Number</i>	<i>Street</i>	<i>Zip</i>	<i>Deed Legal Description</i>	<i>Lot Frontage</i>	<i>Lot Depth</i>	<i>Lot Size</i>	<i>Current Zoning</i>	<i>2017 MCAD Value</i>	<i>Court Costs</i>	<i>Direct Sales Price</i>
<i>Neighbor Only</i>	<i>195865</i>	<i>1230</i>	<i>Kellum St.</i>	<i>76704</i>	<i>Lot 12, Block 10, J. Weisman Addition</i>	<i>50</i>	<i>87</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$2,630.00</i>	<i>\$1,138.00</i>	<i>\$657.50</i>
<i>Available</i>	<i>166705</i>	<i>909</i>	<i>Lenox St.</i>	<i>76704</i>	<i>Lot 14, Block 20, Carver Park Addition</i>	<i>45</i>	<i>140</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$4,100.00</i>	<i>\$1,060.00</i>	<i>\$1,640.00</i>
<i>Available</i>	<i>167442</i>	<i>1004</i>	<i>Linn St.</i>	<i>76704</i>	<i>Lot 7, Block 14, Central Villa Addition</i>	<i>49</i>	<i>140</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$4,020.00</i>	<i>\$1,060.00</i>	<i>\$1,060.00</i>
<i>Neighbor Only</i>	<i>174067</i>	<i>609</i>	<i>Maryland Ave.</i>	<i>76707</i>	<i>Lot B1, Block 17, Garland Addition</i>	<i>50</i>	<i>52</i>	<i>SubStandard-Adjacent Owner Purchase ONLY</i>	<i>R-2</i>	<i>\$1,430.00</i>	<i>\$912.00</i>	<i>\$357.50</i>
<i>Neighbor Only</i>	<i>167696</i>	<i>624</i>	<i>Maryland Ave.</i>	<i>76707</i>	<i>Lot D8 D9 D10, Block 21, Chamberlain and Taylor Addition</i>	<i>41</i>	<i>150</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$3,010.00</i>	<i>\$762.00</i>	<i>\$752.50</i>
<i>Available</i>	<i>170097</i>	<i>1015</i>	<i>Preston St.</i>	<i>76704</i>	<i>Lot 5, Block 11, J.F. Davis Tract</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-2</i>	<i>\$4,700.00</i>	<i>\$1,030.00</i>	<i>\$1,880.00</i>
<i>Available</i>	<i>170044</i>	<i>1122</i>	<i>Preston St.</i>	<i>76704</i>	<i>Lot 9, Block 7, J. F. Davis Homestead Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-2</i>	<i>\$4,410.00</i>	<i>\$1,103.00</i>	<i>\$1,764.00</i>
<i>Neighbor Only</i>	<i>170042</i>	<i>1201</i>	<i>Sherman (fka 600 Riddle)</i>	<i>76704</i>	<i>Lot A7, Block 7, J. F. Davis Tract</i>	<i>50</i>	<i>75</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$2,740.00</i>	<i>\$1,459.00</i>	<i>\$685.00</i>
<i>Available</i>	<i>170011</i>	<i>1316</i>	<i>Sherman St.</i>	<i>76704</i>	<i>Lot 10, Block 4, J.F. Davis Tract</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-2</i>	<i>\$4,700.00</i>	<i>\$556.00</i>	<i>\$1,880.00</i>
<i>Available</i>	<i>167388</i>	<i>1100</i>	<i>Texas St.</i>	<i>76704</i>	<i>Lot 8, Block 9, Central Villa Addition</i>	<i>50</i>	<i>140</i>	<i>Standard</i>	<i>R-1B</i>	<i>\$3,920.00</i>	<i>\$1,012.00</i>	<i>\$1,568.00</i>
<i>Neighbor Only</i>	<i>194793</i>	<i>2025</i>	<i>Trice Ave.</i>	<i>76707</i>	<i>Lot B8, Block 64, University Heights Addition</i>	<i>37</i>	<i>150</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$5,700.00</i>	<i>\$1,025.00</i>	<i>\$1,025.00</i>

### City of Waco Properties for Sale

<i>Available Now</i>	<i>MCAD PID</i>	<i>Street Number</i>	<i>Street</i>	<i>Zip</i>	<i>Deed Legal Description</i>	<i>Lot Frontage</i>	<i>Lot Depth</i>	<i>Lot Size</i>	<i>Current Zoning</i>	<i>2017 MCAD Value</i>	<i>Court Costs</i>	<i>Direct Sales Price</i>
<i>Available</i>	<i>170107</i>	<i>1225</i>	<i>Turner St.</i>	<i>76704</i>	<i>Lot A1, Block 12, J.F. Davis Addition</i>	<i>42</i>	<i>140</i>	<i>SubStandard</i>	<i>R-2</i>	<i>\$4,360.00</i>	<i>\$1,405.00</i>	<i>\$1,405.00</i>
<i>Neighbor Only</i>	<i>191972</i>	<i>3830</i>	<i>Windsor Ave.</i>	<i>76708</i>	<i>Lot 24, Block 6, Sunset Additon</i>	<i>25</i>	<i>128</i>	<i>SubStandard</i>	<i>R-1B</i>	<i>\$3,810.00</i>	<i>\$1,227.00</i>	<i>\$952.50</i>