



Albert Uresti, MPA, PCC
Office of the Tax Assessor - Collector

Transfer of Tax Lien Submission

Transfer of Tax Liens are issued in compliance of Section 32.06 of the
Texas Property Tax Code

Email Submission Process:

- ❖ Visit www.bexar.org/tax and obtain a tax statement for each year requesting a Transfer of Tax Lien. Pay the property tax amounts in full for each year by eCheck or credit card. Review statement(s) carefully and exclude the **Federal Stormwater Fee(s), Reverse Item Fee(s), and Overpayment(s)** amounts from the total amount paid on the sworn document, these items are not property taxes and are not included in the Transfer of Tax Lien.
- ❖ Email the original notarized Sworn Document Authorizing Transfer of Tax Lien (TTL) to assessingclerk@bexar.org, Subject Line: **Transfer of Tax Lien Account 00000-000-0000**. To avoid any delays or processing issues, only submit one account per email; include the Sworn Document and related items for authorization. Please do not include previous rejection notices, statements, etc.
- ❖ The signature of the owner must match the Bexar County Tax Office ownership record. If an ownership correction is required, submit the proper documentation to Bexar Appraisal District (BCAD) at cs@bcad.org. When corrected, BCAD will submit the ownership change and the tax office record(s) will be updated accordingly. Prior to submitting the TTL, please verify the ownership update by visiting the tax office website at www.bexar.org/tax.
- ❖ If court costs are unpaid, contact Linebarger, Goggan Blair & Sampson, LLC at (210) 225-4422 to settle the outstanding obligation. **Please note:** Prior to the submission of the TTL request, all court fees are to be paid.
- ❖ Per Section 32.06 of the Texas Property Tax Code, the Tax Assessor-Collector has 30 days to process the Transfer of Tax Lien. The completed Transfer of Tax Lien or a Rejection notice will be emailed within 30 days of receipt.

Mail Submission Process:

- Mail payment and documents to: Albert Uresti, MPA, PCC, Bexar County Tax Assessor-Collector, c/o Assessing Section, P.O. Box 839950, San Antonio TX. 78283-3950.
 - Items listed above also pertain to the mail in submission process. The completed Transfer of Tax Lien or Rejection notice will be mailed within 30 days of receipt.

08/2021