



ANNETTE RAMIREZ

Tax Assessor-Collector & Voter Registrar

www.hctax.net

How to Renew your Tax Sale Bidder Registration Online Login to Your Account

If you used the Tax Office website to record your original Tax Sale bidder registration information, you can renew your registration in a few easy steps.

1. Log on to www.hctax.net.
2. Select **Property Tax**, then **Delinquent Property Tax Sales**.
3. Click on the blue **Registration of Bidders** bar.
4. When the page displays, scroll to the bottom and click on the **Log-In** button.
5. Enter your **User ID** and **password** on the **Login** screen and click **Continue**.
6. The **Registrant** tab opens, displaying your **name and address** information.

The screenshot shows the 'Registrant' tab selected. At the top right is a 'Sign Out' button. Below the tab are two sub-tabs: 'Registrant' (active) and 'Owner Info'. The main form area is titled 'taxSaleTest1'. It has two radio buttons: 'TX Driver License Number' (selected) with a text box containing '12345678', and 'Other form of ID' with an empty text box. Below this is a section titled 'Name and Address' containing several input fields: 'First Name' (Megan), 'Middle Name' (empty), 'Last Name' (Blanks), 'Address' (1001 Preston), 'Address Cont.' (empty), 'City' (Houston), 'State' (TX with a dropdown arrow), 'Zip Code' (77210), 'Country' (USA with a dropdown arrow), 'Email' (suchita.pant1@taxhctx.net), and 'Phone' ((713) 274-8027). At the bottom of this section are three radio buttons for 'Preferred Method of Contact': 'Email', 'Phone', and 'Mail' (selected). A large blue 'Save and Continue' button is at the bottom of the form.

7. Click on **Save and Continue**.

Renew Your Registration

1. **Step 1:** Click on the **Owner Information** tab, click on

Renew Bidder

Registrant Owner Info

taxSaleTest1 Add Bidder

Continue Adding Bidder: MeganB Blanks Delete

Owner Number - 31304 | Megan Blanks Renew Bidder Expand

Delete Bidder Add Owned Properties Print Registration Form

2. **Step 2:** When your **name and address** information displays, verify the information is correct or make any necessary changes, then click on

Save and Continue

Step 1 Step 2 Step 3 Step 4 Step 5

Please verify the information below. Click [Go Back] to make changes, or choose another selection to continue the registration process.

First Name Megan

Middle Name

Last Name Blanks

Preferred Deed Name ⓘ Megan Blanks

Address 1001 Preston

Address Cont.

City Houston

State TX

Zip Code 77210

Country USA

Email suchita.pant1@tax.hctx.net

Phone (713) 274-8027

Save and Continue

Save and Finish Later

3. **Step 3:** Click **Yes** to verify your **property information** (if any) is correct, add any new properties obtained since you last registered or delete any that are no longer owned. If you do not own any properties, click **No**.

The screenshot shows a web interface for Step 3 of a registration process. At the top, there are five tabs labeled 'Step 1', 'Step 2', 'Step 3', 'Step 4', and 'Step 5'. 'Step 3' is the active tab. The main content area asks the user: 'Do you own any property in Harris County?' followed by a subtext: 'This property may be classified as real property or business personal property registered in your name.' Below the text are four large blue buttons: 'Yes', 'No', 'Save and Finish Later', and 'Go Back'. In the bottom right corner, there is a small 'close' button.

4. **Step 4:** Use the **Browse** button to select any file with additional information required to support your registration and click **Upload**. Then, click **Continue**.

The screenshot shows a web interface for Step 4 of a registration process. At the top, there are five tabs labeled 'Step 1', 'Step 2', 'Step 3', 'Step 4', and 'Step 5'. 'Step 4' is the active tab. The main content area is titled 'Add Documents' and contains the following text: 'Attach and upload all supporting documents relating to your registration, such as tax payment receipts, partnership agreements, company charters, and/or letters of authorization. Please note the document must be in one of the following formats: GIF, JPEG, PDF, PNG, TIFF.' Below this text is a file selection interface consisting of a text input field and a 'Browse...' button. Underneath is a label: 'Please assign a name or description for the document to be uploaded.' followed by another text input field. At the bottom of the main content area are four large blue buttons: 'Upload', 'Continue', 'Save and Finish Later', and 'Go Back'. In the bottom right corner, there is a small 'close' button.

5. **Step 5:** When your completed form appears on the screen, click

Print Form

Your bidder registration is complete. Please print this form, review and sign the acknowledgment below. Then, submit it to the Tax Office staff at the Will Call station at the next Tax Sale.

Please note this document is required in order to receive the Bidder Card.

All property taxes must be paid before the Bidder Card is issued. If any account is shown with delinquent taxes due, please provide a receipt or proof of payment showing the taxes have been paid. This information is required to complete the bidder registration.

Print Form

ANNETTE RAMIREZ
Tax Assessor Collector

FOR OFFICE USE
BIDDER ID: 21200
EXPIRATION: 12/31/2017

31309
Tax Sale Bidder Registration
Under Texas Tax Code 34.011 Regarding
Tax Sales

Name: Maria Urzua Email: maria.urzua@tax.aztec.net
Street Address: 3006 Preston Phone: (713) 256-8007
City: Houston State: TX Zip: 77206 TOL or other ID: 00000000
Name as it will appear on the deed: Maria
If you are bidding as a representative or agent, list below the name and address of the individual or business represented. Documentation authorizing you to bid on behalf of said individual or entity is required.
Name Address
Maria Urzua 3006 Preston Ave
CURRENTLY OWNED PROPERTY List all property in Harris County now owned by the purchaser(s). Provide as much information as possible. Attach additional pages or write on the back of this form if needed.
Tax Account Number Property Address/Legal Description
No property owned

Your bidder registration is complete. Please print this form, review and sign the acknowledgment below. Then, submit it to the Tax Office staff at the Will Call station at the next Tax Sale.

Please note this document is required in order to receive the Bidder Card.

All property taxes must be paid before the Bidder Card is issued. If any account is shown with delinquent taxes due, please provide a receipt or proof of payment showing the taxes have been paid. This information is required to complete the bidder registration.

Print Form

6. Once your registration form has printed, click on the **Close** button at the bottom of the screen.

7. When the **Owner Info** screen displays again, click on **Sign Out**.

Don't forget to sign the form and bring it with you to the Tax Sale to complete the renewal process and receive your Bidder Card.

If you have questions or need additional assistance regarding the bidder registration process, please refer to the information available on our [website](#) or contact us at 713-274-8120.