

LUCY ADAME-CLARK BEXAR COUNTY CLERK'S



VANGUARD PROPERTY ALERT INSTRUCTIONS

Bexar County and the County Clerk, Lucy Adame-Clark are introducing Vanguard Property Alert- a FREE real property alert system. After creating an Alert Record, you will receive an email notification ANYTIME a document is recorded matching your property's legal description or name.

SIGNING UP IS EASY! JUST FOLLOW THE STEPS BELOW TO ACTIVATE YOUR PROPERTY ALERT.

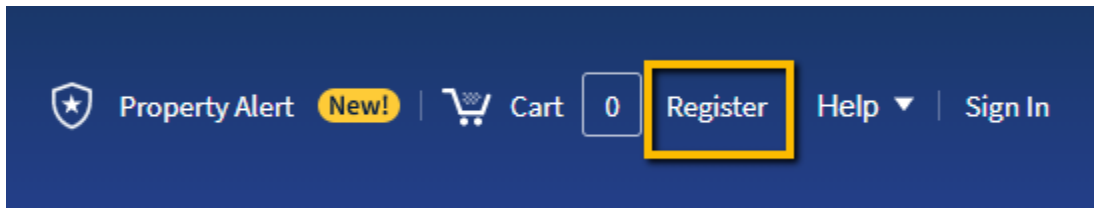
1. Visit the Bexar County Clerk's Official Public Records Search website at:

<https://bexar.tx.publicsearch.us/>

2. If you do not currently have a User Name and Password, you will need to register.

IT'S FREE!!

3. At the top right-hand corner, select **Register**



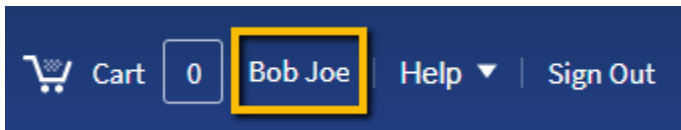
4. Fill in your details.

- a. **First Name**
- b. **Last Name**
- c. Company Account Name or Code NOT NEEDED.
- d. **Email Address**
- e. **Password**

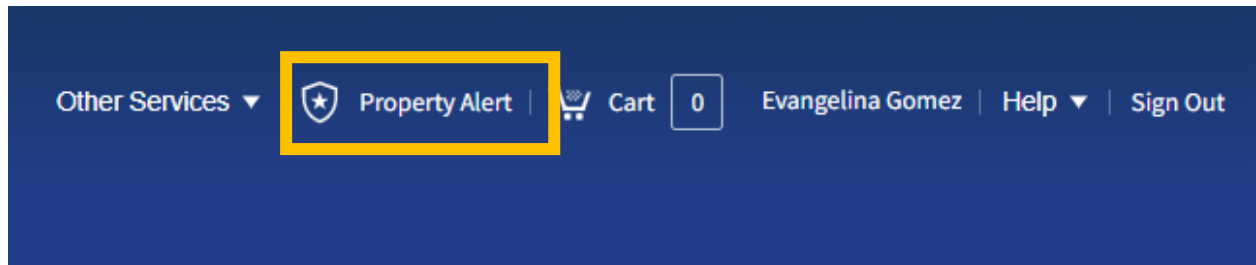
Register for an Account

 [SHOW](#)

5. Once ALL the fields are filled, select **CREATE ACCOUNT**
6. You will receive an email confirming your registration. **Click on the link to verify.**
 - a. You will **NOT** be able to print or download images UNTIL the account is verified by email.
7. You will know you are logged in, by seeing your name at the top right-hand corner.



8. On the top right-hand corner, select **Property Alert**



9. A Pop-Up window will appear. This will allow you to Select which method to use to add the data which the system will be alerting for.

GovOS Property Alerts

Get notified against potentially fraudulent claims or transactions regarding Real Property. Receive email alerts any time your personal or entity name is used in a Real Property filing within the county. This is a free service designed with the goal of reducing fraudulently-recorded documents that could affect your property ownership.



THERE ARE TWO WAYS TO SET UP A FREE PROPERTY ALERT:

Already created an alert? [View Dashboard](#)



Create a property alert from a personal or entity name

Set up a property alert by entering a name or multiple names. Optionally include alternate spelling variations.

Enter a Name



Create a property alert from a public document

Search for a document and set up a property alert based on that document's information.

OR


Search for a Document



Receive an Email when the Document is Filed

These filings may be actions such as tax liens or releases. They may also be fraudulent attempts to affect property ownership.

10. To create a Property Alert from a Personal or Entity Name, select **Enter Name**.



**Create a property alert
from a personal or entity
name**

Set up a property alert by entering a name or multiple names. Optionally include alternate spelling variations.

Enter a Name

11. You will enter a Personal Name or Business Name in the field.

Personal Name: Last First Middle Suffix

Business Name: Enter the Entity's Name as is

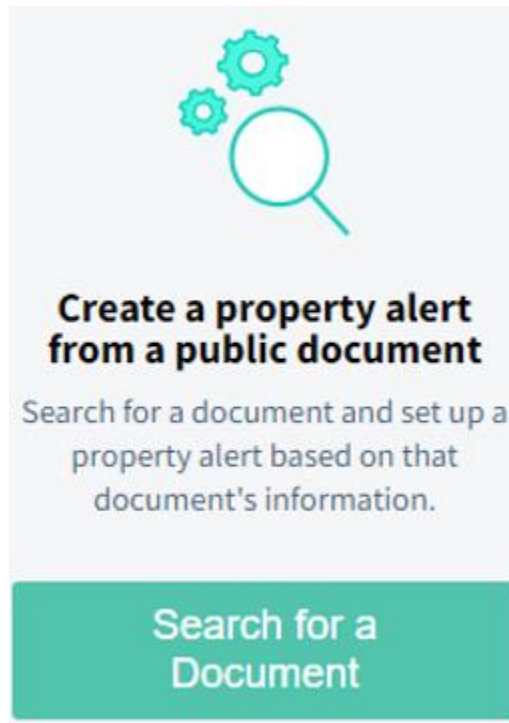
*****Warning: Using a Name may result in multiple notifications depending on how COMMON the name(s) are*****

Configure your Search Criteria

Enter personal and/or business name(s):
For personal names, enter last name first e.g. JONES BOB

Create Property Alert

12. To Create Property Alert from a Public Document, select **Search for a Document**.



13. This will redirect you to the Official Public Records Search.

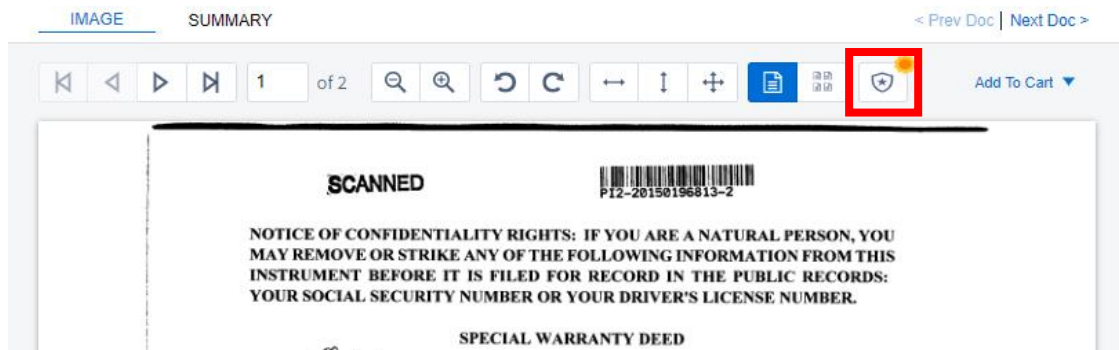
Search for the document to pull the information you would like to set up an Alert with:

1-50 of 56 results for "gomez diana r + 01/01/1753-01/05/2023"

GRANTOR	GRANTEE	DOC TYPE	RECORDED DATE	DOC NUMBER	BOOK/VOLUME/PAGE	LEGAL DESCRIPTION	LOT	BLOCK	NCB	COUNTY BLOCK	PROPERTY
GOMEZ DIANA	GOMEZ DIANA	DEED	10/13/2015	20150196813	OPR/17505/298	BEING W49' OF L7 & ...	7, 8	15	6705	N/A	229 CLUB D
GOMEZ ANDRES R	JIMENEZ DIANA G	DEED	3/14/1990	1890790	OPR/4775/2038	BEING L20-L23	19	6	8987	N/A	N/A
CAVAZOS MARY R	GOMEZ DIANA AZALEA	DEED	8/26/2004	20040198346	OPR/10940/994	Subdivision Name: ...	21	1	N/A	3175	N/A
GOMEZ DIANA AZALEA	CAVAZOS MARY R	DEED OF TRUST	8/26/2004	20040198347	OPR/10940/997	Subdivision Name: ...	21	1	N/A	3175	N/A
NALL DONALD R	GOMEZ DIANA	DEED	4/12/1971	125069	DEED/6529/553	FileNo: WD VL	N/A	N/A	N/A	N/A	N/A
GOMEZ RICHARD R	GOMEZ CYNTHIA DIA...	DECREE	7/7/2003	20030168940	OPR/10132/1407	Subdivision Name: ...	8	9	1961	N/A	1529 W MS
FUENTES DIANA R	GOMEZ RAYMOND A	POWER OF ATTORNEY	1/31/2002	15823	OPR/8725/1551	NO LEGAL GIVEN	N/A	N/A	N/A	N/A	N/A
COLEMAN DIANA S	GOMEZ CYNTHIA R	DEED	12/12/2016	20160243082	OPR/18249/1837	Subdivision Name: ...	32, 33	20	7024	N/A	N/A
GOMEZ JANE M	ALVARADO DIANA R	DEED	6/28/1999	121552	OPR/8033/2091	CAMELOT SUB #32	76	3	15753	N/A	N/A
GOMEZ DIANA C	LUETGER MITCHELL R	DEED OF TRUST	12/6/1988	1682279	OPR/4459/1126	MOBILE CITY ESTATES	24	A	N/A	N/A	N/A
LUETGER MITCHELL R	GOMEZ DIANA C	DEED	12/6/1988	1682278	OPR/4459/1124	MOBILE CITY ESTATES	24	A	N/A	N/A	N/A
ELLIS DIANA R	GOMEZ ANASTACIA	DEED	3/28/1983	556553	OPR/2799/473	VILLA ALDAMA	35	20	8308	N/A	N/A
ROMO DIANA R	GOMEZ LILIANA	DEED	7/22/2022	20220180255	---	Subdivision Name: ...	43,44	9	8297	N/A	N/A

14. Once you find the document, select anywhere on that ROW and the IMAGE will be Displayed.

Select the **Property Alert Icon**.



15. Select the data to place the Fraud Alert on. You may mark as MANY items as you would like.

Please REMEMBER depending on how common the information is, an Alert may be for you or may be for a different person/property.

Create a Property Alert

Receive email alerts any time your personal name, business name, or property address is used in a Real Property filing within the county.

Choose one or more of the following as your alert criteria:

Parties

- GOMEZ DIANA
- GOMEZ DIANA
- GOMEZ DIANA RAMIREZ
- GOMEZ DIANA RAMIREZ
- GOMEZ GUSTAVO EST
- RAMIREZ DIANA
- RAMIREZ DIANA R

Property Address

- 229 CLUB DR SAN ANTONIO TEXAS 78201-

Legal Description

- BEING W40' OF L7 & E35' OF L8
- Subdivision- Name: NORTH WOODLAWN TERRACE ADDITION Lot: 7, 8 Block: 15 NCB: 6705,, PlatRef - 642 / 189

DEED: #20150196813

16. Select **Create Property Alert**, which you have Marked the ones you wanted.

Create a Property Alert

Receive email alerts any time your personal name, business name, or property address is used in a Real Property filing within the county.

Choose one or more of the following as your alert criteria:

Parties

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DEED: #20150196813

17. Accept the Terms and Conditions.

Terms and Conditions English ▾

The Property Alert System is a registration program that is intended to provide notice to property owners when deeds, mortgages and deed- or mortgage related documents affecting an ownership interest in real property, have been recorded against a single property or an interested party's name in Bexar County. The system provides a registration page that allows a citizen to enter an individual or business name that is then used as a monitor against newly filed documents. There is a daily process that will scan newly recorded documents for citizen registered names and then alert the citizen, via email that a document was filed that includes the citizen provided name.

In addition, a user of the system may search for existing documents and then create a similar alert but using the property description and/or address of the property associated with a currently recorded document. The same daily process will then scan newly recorded document for matching property descriptions and addresses. If one is found, then an alert is sent via email to the citizen.

This service is intended as an alerting mechanism only and is not in any way a guarantee that Bexar County is preventing property fraud. A clear disclaimer will be provided that clarifies Bexar's intent and responsibility in alerting citizens who register for the service. The following is proposed disclaimer language.

BEXAR COUNTY does not represent or endorse the accuracy or reliability of any of the materials (the "Information") contained in this web site (the "Service"). BEXAR COUNTY has tried to ensure that the information contained on this service is accurate. BEXAR COUNTY does not make any representation as to the accuracy, reliability, copyright compliance, legality or completeness of the Information or Service. Assessing the accuracy and reliability of Information is the sole responsibility of the user.

BEXAR COUNTY expressly disclaims any and all warranties, express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose, with respect to the Service and information.

BEXAR COUNTY is shall not be liable for errors contained herein or for any damages in connection with the use of the information contained herein.

18. The ALERT has been CREATED!



Your Alert has been Configured

We'll send you an email if an alert is triggered based on the name(s) you specified as your search criteria.

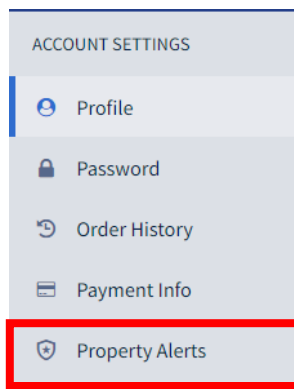
[View Property Alert Dashboard](#)

19. You may REMOVE and VIEW any ALERTS by going to the Account Settings.

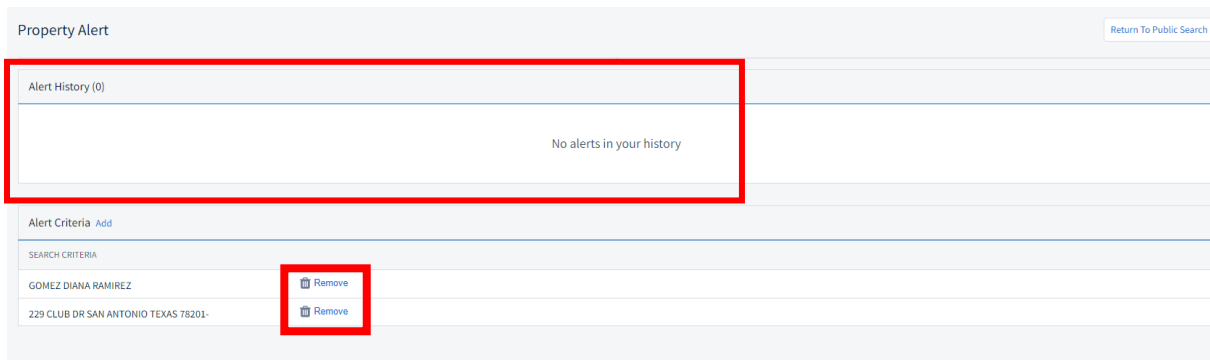
On the Top right hand corner, Select **your NAME**.

Other Services ▾ |  Property Alert |  Cart 0 | **Evangelina Gomez** | Help ▾ | Sign Out

20. On the left hand side bar, select **Property Alert**.



21. This is the Property Alert Dashboard. You will see any notifications of document(s) filed and the ability to Remove any of the Alerts.



**When you have any questions concerning the Vanguard Property Alert, please contact the:
Deed Records Department at (210) 335-2273.**