

Timothy A. Swanson

Sheriff of Stark County

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Property Description Approval Form

Court Case No. _____

Property Address: _____

Parcel Number: _____

Plaintiff: _____

Defendant: _____

Submitted By: _____

Attorney & I.D. #: _____

Attorney's Phone #: _____

Contact Person: _____

Contact Person: _____

The attached legal description has been reviewed by the Stark County Auditor's Office, Tax Map Dept. The property address, parcel number(s) and deed reference number(s) **must be listed under the legal description (no exceptions)**. You may use a copy of the prior deed which will contain all of this information.

This document along with the "stamped approved" original legal description must be attached to the **Order of Sale** when filed with the Stark County Clerk of Court. So you will be submitting the **Order of Sale, this Property Description Approval Form** and the **"red stamped approved" legal description**.

Hand lettered documents may be **rejected** if the document is not legible or will not reproduce to department standards. Machine printed or drafted documents are preferred.

*****Internal Use Only *****

The following information has been reviewed and verified by the Stark County Auditor's Office, Tax Map Dept.

Disapproved for the following reason(s):

_____ Legal description does not match information as submitted

_____ Parcel number does not match legal description information as submitted

_____ Legal Name does not match information as submitted

_____ Property address does not match information as submitted

_____ Other: _____

The document information must be corrected and resubmitted for approval.