

# COLUMBIANA COUNTY SHERIFF

## Property Description Approval Form

Case No.:	
Property Address:	
Plaintiff:	
Defendant:	
Submitted By:	
Attorney & I.D. #:	
Attorney's Phone #:	
Contact Person:	
Contact Phone #:	

The attached legal description has been reviewed by the County Engineers Office, Tax Map Department. 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 Columbiana County Clerk of Courts. 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 reproduce to department standards. Machine printed or drafted documents preferred.

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

The following information has been reviewed and verified by the County Engineers Office, Tax Map Department.

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
- \_\_\_\_\_ Other: The document information must be corrected and resubmitted for approval.