



LICKING COUNTY SHERIFF RANDY THORP Property Description Approval Form

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

The attached legal description has been reviewed by the Tax Map Dept. of County Engineer's Office. 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.

Engineer's Phone No. (740) 670-5280 Fax No. (740) 670-5295

This document along with the "stamped approved" original legal description must be attached to the Order of Sale when filed with the Licking 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 Tax Map Dept. of County Engineer's Office:
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