

**Shaded areas must be filled out .**

**TUSCARAWAS COUNTY SHERIFF'S OFFICE  
Property Description Approval Form**

Case Number: \_\_\_\_\_  
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 Tuscarawas County Map Office. The property address, parcel number(s) and deed reference numbers(s) must be listed under the legal description (no exceptions). You may use a copy of the prior deed, which contains 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 Tuscarawas County Clerk of Court. The Order of Sale, the Property Description Approval Form and the "stamped approved" legal description all must be submitted.

Hand lettered documents may be rejected if the documents are not legible or will not reproduce to office standards. Typed documents are preferred.

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

The following information has been reviewed and verified by the Tuscarawas County Map 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: \_\_\_\_\_

**This document information must be corrected and resubmitted for approval.**

The following information has been reviewed, verified and **approved** by the Tuscarawas County Map Office.

Legal Owner of Record: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_  
Researched and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_