

Guernsey County Sheriff's Office

Jeffrey D Paden, Sheriff

Property Description Approval Form

Parcel # _____ Case No Court: _____

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 Guernsey County Map Department. 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 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 Guernsey County Clerk of Courts. You will be submitting the Order of Sale, this Property Description Approval Form and the stamped "approved" legal description to the Guernsey County Clerk of Courts.

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

APPROVED

The following information has been reviewed by the Guernsey County Map Department and has not been approved 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 information must be corrected and resubmitted for approval