

FAIRFIELD COUNTY SHERIFF ALEX W. LAPE
Property Description Approval Form

Court Case No. _____ +
Parcel 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 Auditor's Office, GIS/Map Room. The property address, parcel number(s) and deed reference number(s) must be listed under the legal description (no exceptions).

This document along with the "stamped approved" original legal description must be attached to the Order of Sale when filed with the Fairfield County Clerk of Court. So you will be submitting the Order of Sale, this Property Description Approval Form and the "Original" stamp 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 County Auditor's Office, GIS/Map Room.
Disapproved for the following reason(s):
<input type="checkbox"/> Legal Description is not legible
<input type="checkbox"/> Parcel number does not match legal description information as submitted
<input type="checkbox"/> Prior Deed reference does not match
<input type="checkbox"/> Property address does not match information as submitted
<input type="checkbox"/> Does not comply with ORC 317.114 (possible margins, font, etc.)
<input type="checkbox"/> Other: _____

The document information must be corrected and resubmitted for approval