

# HOCKING COUNTY SHERIFF'S OFFICE PROPERTY DESCRIPTION APPROVAL FORM

Court Case No.:	_____
Current Landowner:	_____
Parcel No.:	_____
Property Address:	_____
Plaintiff:	_____
Defendant:	_____
Submitted By:	_____
Attorney & I.D. No.:	_____
Attorney's Phone No.:	_____
Contact Person:	_____
Contact Phone No.:	_____
Other Information (if any):	_____

The attached legal description has been reviewed by the Hocking County Auditor's Office, Map Department. The property address (if one has been assigned), parcel number(s) and deed reference(s) must be listed under the legal description (no exceptions).

This document along with the original red "Approved for Transfer" stamped legal description must be attached to the Order of Sale when submitted to the Hocking County Clerk of Courts.

Hand lettered and poor quality documents may be rejected by the Hocking County Auditor's Office, Map Department if the document is not legible or will not reproduce to department standards. Faxed copies of this document or the deed description are not allowed, machine printed or drafted documents are preferred.

**\*\*\* INTERNAL USE ONLY \*\*\***

The following information has been reviewed and verified by the Hocking County Auditor's Office, Map Department.	
Disapproved for the following reason(s):	
<input type="checkbox"/>	Legal description does not match information as submitted.
<input type="checkbox"/>	Parcel number does not match legal description information as submitted.
<input type="checkbox"/>	Legal name does not match information as submitted.
<input type="checkbox"/>	Property address does not match information as submitted.
Other:	_____
_____	
_____	
The document information must be corrected and resubmitted for approval. (For questions call 740-385-8546)	