

PROPERTY DESCRIPTION APPROVAL FORM

Plaintiff: _____ Case No. _____

Defendant: _____

Property Address: _____

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, Tax Map Dept. 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 this information.

This document along with the "stamped approved" original legal description must be attached to the Praeipce for Order of Sale when filed with the Monroe County Clerk of Court. So you will be submitting the Praeipce for Order of Sale, this Property Description Approval Form and the "blue 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 County Auditor's Office, Tax Map Dept.

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