

CARROLL COUNTY SHERIFF'S OFFICE
DALE R. WILLIAMS, SHERIFF

PH# 330-627-2141

FAX# 330-627-2143

Property Description Approval Form
Shaded area must be completed for processing.

Case Number: _____
Property Address: _____
Plaintiff: _____
Defendant: _____
Submitted By: _____
Attorney & I.D.#: _____
Attorney Phone #: _____
Contact Person: _____
Contact Phone #: _____

The attached legal description has been reviewed by the Carroll 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 Carroll County Clerk of Courts. 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 or computer generated documents are preferred.

****Internal Use Only****

<p>The following information has been reviewed and verified by the Carroll County Map Office. Disapproved for the following reason(s):</p> <p>___ 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: _____ _____</p> <p>This document information must be corrected and resubmitted for approval.</p>
