



GREENE COUNTY SHERIFF SCOTT J. ANGER

Property Description Approval Form

**Please send form to: Greene County Engineer, Tax Map Dept
69 Greene Street, Xenia, Ohio 45385**

| |
|---------------------------|
| Case No Court: _____ |
| Property Address: _____ |
| Plaintiff: _____ |
| Defendant: _____ |
| Submitted By: _____ |
| Attorney: _____ |
| Attorney's Phone #: _____ |
| Contact Person: _____ |
| Contact Phone #: _____ |

The attached legal description has been reviewed by the County Engineer's Office, Tax Map Dept. The property address, parcel number(s), deed reference numbers(s) and Title Owner 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 Complaint when filed with the Greene County Clerk of Court. So you will be submitting the Complaint, this Property Description Approval Form and the "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 Engineer'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: _____

This document information must be corrected and resubmitted for approval