ALLEN COUNTY SHERIFF'S OFFICE
Sheriff's Deed Property Description Approval Form

Court Case No.: _____

Property Address: _____

Plaintiff: _____

Defendant: _____

Submitted By: _____

Attorney's Supreme Court I.D. #:_____

Attorney's Phone: _____

Contact Person: _____

Contact Phone: _____

The legal description must comply with the Tax Map Office Standards Governing Conveyances found at: http://coengr.co.allen.oh.us/Pictures/Conveyance_Standards/Conveyance_Standards.pdf.

The attached legal description has been reviewed by the Allen County Engineer's Office, Tax Map Dept. The property address, parcel number(s) and deed reference number(s) must be listed under the legal description on the deed (no exceptions). You may use a copy of the prior deed, which will contain all of this information.

This document, along with the red-stamped "APPROVED" original legal description, must be attached to the Order of Sale when filed with the Allen County Clerk of Courts.

All documents submitted for approval must be legible and reproducible to departmental standards, or they will be rejected. Machine printed or drafted documents are preferred.

*** * INTERNAL USE ONLY * ***

The document information must be corrected and resubmitted for approval for the following reasons:

☐ No Correction(s) needed

- ☐ Legal Description does not match information as submitted.
- ☐ Parcel Number(s) do(es) 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 following information has been reviewed and verified by the County Engineer's Tax Map Office

Legal Owner of Record: _____

Property Address: _____

Parcel Number(s): _____

Researched and Approved by: _____

Approval Date: _____

Allen County Tax Map Office: 301 N. Main St., Lima, Ohio 45801 (419) 228-3700 Fax: (419) 228-7243