



SHERIFF DOUG TIMMERMAN

Mercer County Sheriff's Office

4835 State Route 29
Celina, OH 45822
Phone: (419) 586-7724
Fax: (419) 586-2234

PROPERTY DESCRIPTION APPROVAL FORM

Court Case No.	
Property Address	
Plaintiff	
Defendant	
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 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 Mercer County Clerk of Court. So, you will be submitting the Order of Sale, this Property Description Approval Form and the "red 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.