

Muskingum County Sheriff's Office
Matthew J. Lutz, Sheriff
1840 East Pike
Zanesville, OH 43701
(740) 452-3637

Property Description Approval Form

Parcel # _____	Case No Court: _____
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 Muskingum County GIS Dept. 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 will contain all of this information.

This document along with the stamped "approved" **original** legal description must be attached to the Precipe for Order of Sale when filed with the Muskingum County Clerk of Courts. You will be submitting the Precipe for Order of Sale, this Property Description Approval Form and the green stamped "approved" legal description to the Muskingum County Clerk of Courts.

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.

*****MUSKINGUM COUNTY GIS DEPT. USE ONLY*****

APPROVED

The following information has been reviewed by the Muskingum County GIS Dept. and has not been approved 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
- ____ New description necessary, mortgage assigned post 01/01/08 (MCSIC 202.11 - ORC 319.203)
- ____ Other: _____
- _____
- _____

This information must be corrected and resubmitted for approval