

**PLEASE USE THIS FORM TO SUBMIT LEGAL DESCRIPTIONS TO THE
CRAWFORD COUNTY ENGINEER**
Foreclosure Information

Case No. _____

Property Address: _____

Plaintiff: _____

Defendant (must include all owners of record): _____

Attorney: _____ Phone # _____

Contact Person: _____ Phone# _____

FAX # _____

Procedure for the Approval of Legal Descriptions

Please fax the legal description and this form to the Tax Map Office at 419-563-0157, or mail to: 815 Whetstone Street, Bucyrus, Ohio 44820.

Legal description must include the following information:

- 1) Parcel address
- 2) Permanent Parcel Number
- 3) Prior instrument reference (Vol./Page)

If corrections are needed the description will be returned with needed changes noted.

If description is acceptable an approval form will be returned via fax (by mail if a stamped self addressed envelope has been provided) along with the legal description stamped "DESCRIPTION CHECKED PER O.R.C. 325 14". Use this stamped legal description as an exhibit to the Sheriff Deed upon completion of sale. This approval form must be included with the deed when it is presented to the Crawford County Auditor and Recorder.

If you have any questions call the Tax Map Office at 419-563-1535.

The following information has been reviewed by the Tax Map Office.

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

___ Other: _____
