

www.auditor.co.stark.oh.us

Stark County Office Building
110 Central Plaza South, Suite 220
Canton, OH 44702-1410

Phone 330-451-7357

Fax 330-451-7630

Sheriff Property Description

Approval Form Guidelines

The Stark County Auditor's office is setting uniform pre-approval guidelines for reviewing the legal descriptions on Sheriff Deeds. Our goal is to process this application in the most efficient, accurate, and timely manner.

The approval form format on our website (www.auditor.co.stark.oh.us) Forms & documents, Conveyance (Transfer) of Real Property, Sheriff Property Description Approval Form, is the **Only** format that can be used for this application. Send only one (1) approval form per application along with the number of copies of the legal description that you would like stamped. Four (4) are normally sent but we will stamp more if requested. The Auditor's Office will then review the property address, parcel number(s), defendant's name and/or current property owner(s) name, corresponding to the Auditor's record, prior deed reference and property legal descriptions. Please note our parcel numbers no longer contain a leading zero.

Once the form and legal descriptions are reviewed they will be returned in the applicant's Self-addressed envelope. The primary contact individuals are as follows: Bruce Neff (330) 451-7875 (bdneff@co.stark.oh.us) or Bruce Ost (330) 451-7155 (baost@co.stark.oh.us)

Mailing Address

**Stark County Auditor's Office
Attn: Tax Map Department (Legal Description Approval)
110 Central Plaza South, Suite 220
Canton, Ohio 44702**

Eric Weisburn
Sheriff of Stark County

Property Description Approval Form
(mail to Tax Map Department Legal Description Approval)
110 Central Plaza South, Suite 220
Canton, Ohio 44702

Court Case No. _____
Property Address: _____
Parcel Number: _____
Plaintiff: _____
Defendant: _____
Current Property Owner(s) _____
Submitted By: _____
Attorney & I.D. #: _____
Attorney's Phone #: _____
Contact Person: _____
Contact Person: _____

The attached legal description has been reviewed by the Stark 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 Stark 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 Stark 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.