Print Form

Clear Form

Medina County Property Description Approval Form

Court Case No.: _____

Property Address (if any): _____

Parcel Number(s): _____

Plaintiff: _____

Defendant(s): _____

Attorney & I.D. _____

Contact Person: _____

Contact Phone: _____

The attached legal description has been reviewed by the County Tax Map Dept. The property address (if any) and parcel number(s) must be listed under the legal description (no exception). **Make Sure Faxed or Copied Descriptions are Legible**.

This document along with the "stamped approved" legal description must be attached to the Praecipe for Order of Sale when filed with the Medina 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.

*****Internal Use Only*****

Disapproved for the following reason(s):

☐ Legal description is not sufficient for transfer
☐ Parcel number does not match legal description
☐ Property address (if any) does not match address in Tax Maps
☐ Other: _____

_____

_____

This document information must be corrected and resubmitted for approval