

**WAYNE COUNTY SHERIFF  
Property Description Approval Form**

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 Tax Map Dept. The parcel number(s), the deed reference number(s), and the property address (in this order) 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 approval" legal description, must be attached to the Order of Sale when filed with the Wayne County Clerk of Court. So you will be submitting the Order of Sale, this Property Description Approval Form and the "Stamped approved" legal description.

Hand lettered documents may be rejected if the document is not legible or will not produce the department standards. Machine printed or drafted documents are preferred.

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

The following information has been reviewed and verified by the 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.

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This document information must be corrected and resubmitted for approval.**