

**Hancock County Sheriff's Office  
Michael E. Heldman, Sheriff**

**Property Description Approval Form**

Court Case No.	_____
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 County Auditor's office, Tax Map Dept. 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 Hancock County Clerk of Court. Therefore, 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.

**Hancock County Auditor's Office - 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
- Property address does not match information as submitted
- Other: \_\_\_\_\_

APPROVED \_\_\_\_\_

**If disapproved the information must be corrected and resubmitted for approval**