

**Seneca County Sheriff Jeffrey A. Briggs, Sr.  
Property Description Approval Form**

Court Case No.:	_____
Property Address:	_____
Plaintiff:	_____
Defendant:	_____
Titled Property Owner:	_____
Submitted By:	_____
Attorney & I.D. #:	_____
Attorney's Phone #:	_____
Contact Person:	_____
Contact Phone:	_____

The attached legal description has been reviewed by the Seneca County Auditor's office and the Seneca County Engineer 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, but all information must be typed on the document (no stickers/labels).

This document along with the "reviewed & sealed" legal description must be attached to the Order of Sale when filed with the Seneca County Clerk of Court. So you will be submitting the Order of Sale, this Property Description Approval Form and the "reviewed & sealed" 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\*\*\***

<b>The following information has been reviewed and verified by the Seneca County Auditor's Office and Seneca County Engineer Tax Map Dept.</b>	
<b>Disapproved for the following reason(s):</b>	
_____	Legal description does not match information as submitted
_____	Parcel number does not match legal description information as submitted
_____	Legal Name does not match ownership records of Seneca County Auditor as submitted
_____	Property address does not match information as submitted
_____	Does not conform to Seneca County survey standards
_____	Other _____
_____	
_____	
<b>The document information must be corrected and resubmitted for approval</b>	