

PROPERTY DESCRIPTION APPROVAL FORM

Court Case No. _____

Property Address _____

Plaintiff _____

Defendant(s) _____

Submitted by _____

Attorney & I.D. No. _____

Attorney Phone No. _____

Contact Person _____

Contact Phone _____

The attached legal description has been reviewed by the county auditor’s office and the Tax Map Department. 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 approval” original legal description, must be attached to the Order of Sale when filed with the Brown 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 county auditor’s office and the Tax Map Department.

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 Names do not match information as submitted
- Property address does not match information as submitted
- Other
