

**APPENDIX R**  
**PROPERTY DESCRIPTION APPROVAL FORM**

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Court Case No. \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Plaintiff: \_\_\_\_\_  
Defendant: \_\_\_\_\_  
Submitted By: \_\_\_\_\_  
Attorney & ID: \_\_\_\_\_ ( \_\_\_\_\_  
\_\_\_\_\_ )  
Attorney's Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

The attached legal description has been reviewed by the Wood County Engineer's Office, Tax Map Office. 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 may contain all of this information.

This document, along with the stamped "Reviewed" original legal description, must be attached to the appropriate documents filed with the Clerk of Courts pursuant to Local Rule 7.06.

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 Engineer's Office, Tax Map Office.**

**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: \_\_\_\_\_

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

Wood County Engineer's Office  
One Courthouse Square  
Bowling Green, Ohio 43402  
(419) 354-9060  
FAX: (419) 354-1409