

**Lorain County Auditor
Property Legal Description Approval Form**

This form is to be completed and submitted with a copy of the legal description and a self-addressed stamped envelope to:

LORAIN COUNTY AUDITOR'S OFFICE – TAX MAP DEPARTMENT
226 MIDDLE AVENUE
ELYRIA, OHIO 44035

Any form that does not have an attached self-addressed stamped envelope shall be rejected and/or discarded. Also, 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.

The property address, parcel number(s), and deed reference number(s) must be listed under the legal description (no exceptions).

Upon review of the legal description, the Tax Map Department shall return the Property Legal Description Approval Form in the self-addressed stamped envelope with a stamp of approval on the legal description or instruction to correct the legal. If more than one original is desired, please submit the desired number of copies at the time of obtaining approval.

Parcel Number(s):	<input style="width: 100%;" type="text"/>		
Property Address:	<input style="width: 100%;" type="text"/>		
Plaintiff:	<input style="width: 100%;" type="text"/>		
Defendant:	<input style="width: 100%;" type="text"/>		
Attorney:	<input style="width: 60%;" type="text"/>	Phone:	<input style="width: 30%;" type="text"/>
Contact:	<input style="width: 60%;" type="text"/>	Phone:	<input style="width: 30%;" type="text"/>

****INTERNAL USE ONLY****

- Missing subplot number (if applicable)
- Missing subdivision name (if applicable)
- Missing volume and page of subdivision (if applicable)
- Missing prior instrument
- Missing caption phrase "Situating in State of Ohio, County of Lorain, Township, Tract (if applicable), Section/Original Lot and City/Village"
- Missing acreage (if applicable)
- Missing vacated portion of alley or street and/or ordinance number (if applicable)
- Corrections need to be made to the body of legal description (see attached notes)
- Legal description does not conform to Lorain County standards (Ohio Revised Code 4733-37), update legal description before next transfer