This Form is FREE

ROI

Right of Occupancy Individuals

KADUNA STATE OF NIGERIA
KADUNA GEOGRAPHIC INFORMATION SERVICE

Please attach Passport Picture that will be used for the C-of-O

Don't pin the face!

Application For Grant / Re-Grant of Right of Occupancy (Statutory or Customary)

TEMP		(Fill in **CAPITAL LETTERS** and tick the appropriate items. **DO NOT FOLD** this form)	KDL	File Number

An **application processing fee of N20,000** must be paid before or at the point of submission of the recertification application.
For the duration of the Systematic Recertification Programme, the Kaduna government is offering fixed rate concession fees to obtain a retrospective Consent for a change of land use/ purpose and change to the size of a plot; a **Consent preparation fee of N20,000** must be paid.
For the duration of the Systematic Recertification Programme, the Kaduna government is offering fixed rate concession fee to Register Deeds. **A Registration preparation fee of N 20,000** must be paid. Application for Re-grant requires an **additional Re-grant preparation fee of N20,000.**

FOR OFFICIAL USE ONLY

Application Date: Day / Month / Year

Application Fees: ☐ Application Processing Fee ☐ Re-Grant Preparation Fee ☐ Consent Preparation Fee ☐ Registration Preparation Fee

Application Type: ☐ Regular Property Registration ☐ KSDPC Conversion ☐ Systematic Property Registration ☐ Direct Allocation
☐ Recertification ☐ Regularisation ☐ Re-Grant ☐ Change of Name

BOX 1 APPLICANT (The person who will be named on the Right of Occupancy)

All applicants must complete Box 1 in full. The **Original identification documen**t used to prove identity must be submitted; it will be copied and returned

Title: _____ First: _____ Middle: _____ Surname: _____

Gender: ☐ Male ☐ Female Date of Birth: _____ Occupation: _____

Nationality: _____ State of Origin: _____ Local Gov.: _____

Phone 1: _____ Phone 2: _____ Phone 3: _____

Email: _____ TIN: _____ (Tax Identification Number)

Identification: ☐ International Passport ☐ National ID Card ☐ Voter Registration Card
☐ Tax Identification Card ☐ Driver's License NIN Number _____

BOX 2 ADDRESS

All applicants must complete Box 2 in full. This should be your normal residential address. A National Identification Number carrying the applicant's name will be required to verify this address.

House No: _____ (7) Street Name: _____ (Ahmadu Bello Road)

District: _____ (Sabon Gari) City/Town: _____ (Zaria) State: _____ (Kaduna)

Country: _____ (Nigeria) P.O. /P.M.B.: _____ (040 Zaria) C/O: _____

Additional Address Information: _____ (G.R.A Res. Estate)

BOX 3 REPRESENTATIVE (Optional)

Applicants who wish to appoint a representative must complete Box 3 in full. The **original identification document** used to prove the identity of the representative must be submitted; it will be copied and returned. *Applicants Note: the representative is authorised to submit and receive information and documents pertaining to this application.*

First: _____ Middle: _____ Surname: _____

Phone 1: _____ Phone 2: _____ Email: _____

Identification: ☐ International Passport ☐ National ID Card ☐ Voter Registration Card
☐ Tax Identification Card ☐ Driver's License NIN Number _____

BOX 4 OWNERSHIP

Applicants for Systematic Recertification, Systematic Property Registration, and Regular Property Registration must complete Box 4, and produce all the relevant documents, with minimum requirements indicated below. If you have multiple relevant documents, please submit them.

Systematic Recertification: **4A** and/or **4C**
Systematic Property Registration: **4B**
Regular Property Registration: **4B** and/or **4C**
4D: if you need to register a deed

4A: Complete this section if you possess a Certificate of Occupancy (Statutory or Customary), an Offer Letter, and surrender the original document, A copy of the document, marked CANCELLED, will be returned.

☐ Statutory C-of-O ☐ Offer Letter ROFO Number (KD): _____ ☐ Customary C-of-O

Allotee Name (Name in Document): _____ Offer/Commence Date: Day / Month / Year

4B: Complete this section If you process a transaction or similar document, submit the document. The document will be copied, and the original returned.

☐ Sales Agreement ☐ Inheritance ☐ Gift ☐ Letter of Administration ☐ Affidavit

☐ Court Judgement ☐ Federal Offer ☐ State Offer

Name of Former Owner: _____ Transaction Date: Day / Month / Year

4C: Complete this section If you process a Registered Document as indicated below, and submit the original document. The document will be copied and the original returned.

☐ Deed of Assignment ☐ Deed of Gift ☐ Deed of Devolution ☐ Deed of Release

Name of Former Owner: _____ Transaction Date: Day / Month / Year

4D: Complete this section if you need to Register a document, pay the additional **N20,000 preparation fee**, and submit the document to be Registered. Upon approval the document will be Registered and the original returned upon the payment of **N80,000 registration** fee (fixed concession for the duration of the Recertification Programme. Concession not applicable for deed of mortgage, deed of release, and power of attorneny). Indicate here type of document to register.

☐ Deed of Assignment ☐ Deed of Gift ☐ Deed of Devolution ☐ Deed of Release

BOX 5 PLOT

Applicants for Systematic Recertification, Systematic Property Registration, and Regular Property Registration must complete Box 5, and submit all the relevant documents, with minimum requirement indicated below. If you have multiple relevant documents, please submit them.

5A: Complete this section and submit the demarcation document. The document will be copied and the original returned.

☐ Survey Data / Coordinates ☐ Survey Report ☐ Site Plan ☐ TDP ☐ No Demarcation, Apply for GIS Charting Report(Survey Fees Apply)

Land Use _____ Purpose _____

L.G.A _____ District _____

Plot Description / Address: _____

_____

5B: Complete this section if you require a Consent. Pay the additional **N20,000 preparation fee** and indicate the Consent required below. For the duration of the Systematic Recertification Programme the following fixed **Consent fees** apply: **Change of Land Use: N 100,000; Extension, Merger or Sub-Division: N60,000**. Serious contraventions may also be subject to penalties. After consideration the applicant will be informed of the conditions of the Consent, and on payment of the **Consent fee** (and any additional penalty), the Consent will be given.

☐ Change of land use / Purpose ☐ Extension ☐ Merger ☐ Subdivision

Do you require Beacons (Survey Fees Apply) : ☐ Yes ☐ No

BOX 6 DIRECT ALLOCATION

Applicants for Direct Allocation must complete Box 6.

Preferred L.G.A _____ Preferred District _____

Proposed Land Use _____ Proposed Land Purpose _____

Size of plot requested: ☐ High density (+/- 450sqm) ☐ Medium density (+/- 750sqm) ☐ Low Density (>750sqm)

Improvement Value: _____ Time for Development: _____ (36 months allowed)

BOX 7 SIGNATURE

All applicants must affix their signature; the application will not be accepted without signature. In the case of a representative, they must also affix their signature.

Applicant Signature: _____ Representative Signature: _____

Any false information or documents submitted will result in prosecution