

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	Temp Number	(Fill in CAPITAL LETTERS and tick the appropriate items. DO NOT FOLD this form)	KDL	File Number
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An **application processing fee of N20,000** must be paid before or at the point of submission of the recertification application (valid until 31 December 2019). 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 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 document** 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 ID Number _____

BOX 2 ADDRESS

All applicants must complete Box 2 in full. This should be your normal residential address. A utility bill or bank statement in the applicant's name with the residential address 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

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 ID 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 attorney). 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

LANDUSE / Purpose List

- | | | | | |
|---|---|--|---|--|
| <p><input type="radio"/> RESIDENTIAL</p> <p><input type="checkbox"/> Private Residential</p> <p><input type="checkbox"/> Staff Quarter / Life Camp</p>
<p><input type="radio"/> MIXED USE</p> <p><input type="checkbox"/> Multi-Purpose</p> <p><input type="checkbox"/> Special Development</p> <p><input type="checkbox"/> Comprehensive Development</p>
<p><input type="radio"/> AGRICULTURAL</p> <p><input type="checkbox"/> Farming</p> <p><input type="checkbox"/> Horticulture</p> | <p><input type="radio"/> COMMERCIAL</p> <p><input type="checkbox"/> Commercial Housing Estate</p> <p><input type="checkbox"/> Hotel</p> <p><input type="checkbox"/> Hostel</p> <p><input type="checkbox"/> Motel</p> <p><input type="checkbox"/> Guest House (Hospitality)</p> <p><input type="checkbox"/> Restaurant / Fast Food</p> <p><input type="checkbox"/> Neighbourhood Centre</p> <p><input type="checkbox"/> Shopping Mall / Plaza</p> <p><input type="checkbox"/> Small Shops / Corner Shops</p> <p><input type="checkbox"/> District Market</p> <p><input type="checkbox"/> Supermarket</p> <p><input type="checkbox"/> Shopping Complex</p> <p><input type="checkbox"/> Office</p> <p><input type="checkbox"/> Banking /Insurance /Services</p> <p><input type="checkbox"/> Warehouse</p> <p><input type="checkbox"/> Bakery / Cafe'</p> <p><input type="checkbox"/> Plant Nursery</p> <p><input type="checkbox"/> Workshop</p> <p><input type="checkbox"/> Petrol Filling Station</p> <p><input type="checkbox"/> Gas Refilling Station</p> <p><input type="checkbox"/> Fuel Depot</p> <p><input type="checkbox"/> Garage / Carwash</p> <p><input type="checkbox"/> Internet Café</p> <p><input type="checkbox"/> Cinema / Theatre</p> <p><input type="checkbox"/> Sports Facility</p> | <p><input type="radio"/> PUBLIC INSTITUTION</p> <p><input type="checkbox"/> Nursery School</p> <p><input type="checkbox"/> Day Care</p> <p><input type="checkbox"/> Nursery & Primary School</p> <p><input type="checkbox"/> Primary School</p> <p><input type="checkbox"/> Secondary School</p> <p><input type="checkbox"/> University</p> <p><input type="checkbox"/> Research Institute</p> <p><input type="checkbox"/> Educational Institution</p> <p><input type="checkbox"/> Training / Vocation Cent. / College</p> <p><input type="checkbox"/> Clinic</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Veterinary Clinic</p> <p><input type="checkbox"/> Dental Clinic</p> <p><input type="checkbox"/> Laboratory</p> <p><input type="checkbox"/> Church</p> <p><input type="checkbox"/> Mosque</p> <p><input type="checkbox"/> Place Of Worship</p> <p><input type="checkbox"/> Fire Service</p> <p><input type="checkbox"/> Court / Jurisdiction</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Community Centre</p> | <p><input type="radio"/> INDUSTRIAL</p> <p><input type="checkbox"/> Quarry</p> <p><input type="checkbox"/> Borrow Pit</p> <p><input type="checkbox"/> Mining / Minerals</p> <p><input type="checkbox"/> General Manufacturing</p> <p><input type="checkbox"/> Metal or Wood Factory</p> <p><input type="checkbox"/> Paper, Chemicals, Textile</p> <p><input type="checkbox"/> Stones, Sediment, Ceramics</p> <p><input type="checkbox"/> Water Packaging, Bottling</p> <p><input type="checkbox"/> Agro-Allied</p>
<p><input type="radio"/> PUBLIC UTILITY UNIT</p> <p><input type="checkbox"/> Post Office</p> <p><input type="checkbox"/> Power Station/ Subst./ Transformer</p> <p><input type="checkbox"/> TV Or Radio station</p> <p><input type="checkbox"/> Water Treatment Plant</p> <p><input type="checkbox"/> Dump Site</p>
<p><input type="radio"/> TRANSPORTATION</p> <p><input type="checkbox"/> Bus Depot</p> <p><input type="checkbox"/> Motor Park</p> <p><input type="checkbox"/> Lorry / Trailer Park</p> | <p><input type="radio"/> OPEN SPACE / GREEN AREA</p> <p><input type="checkbox"/> Play Ground / Picnic Area</p> <p><input type="checkbox"/> Recreation and Holiday Resort</p> <p><input type="checkbox"/> Amusement Park</p> <p><input type="checkbox"/> Game Reserve / Zoo</p> <p><input type="checkbox"/> Sports Area</p> <p><input type="checkbox"/> Golf Course</p> <p><input type="checkbox"/> Equestrian Centre</p> <p><input type="checkbox"/> Country Club / Health Farm</p> <p><input type="checkbox"/> Neighbourhood Park</p> <p><input type="checkbox"/> Recreational Centre</p> <p><input type="checkbox"/> Entertainment Complex</p> <p><input type="checkbox"/> Cemetery</p> <p><input type="checkbox"/> National Memorial Park</p> <p><input type="checkbox"/> Local Park</p> <p><input type="checkbox"/> District Park</p> <p><input type="checkbox"/> Prayer Site</p> |
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