



Application For Grant / Re-Grant of Right of Occupancy (Statutory / 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 N40,000** must be paid before or at the point of the submission of the recertification application (valid until 31 October 2017). 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 N20,000** 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 Consent Preparation Fee Re-Grant Preparation Fee Registration Preparation Fee

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

Organisation Type: Corporate / Company NGO / Civil Society Private Institution (Education, Religious, Medical)

BOX 1 APPLICANT

All applicants must complete Box 1 in full. All applicants must submit the **original documents** used to identify the organisation; they will be copied and returned. The **original identification document** used to prove identity of the MD/CEO/Chairman must be submitted; it will be copied and returned.

Name of Organisation: _____

Corporate Affairs Commission Number (CAC): _____ Date of Registration: _____ Day / Month / Year

TIN: _____ (Tax Identification Number) Phone: _____ Email: _____

CEO/MD/Chairman Information

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

Designation: _____ Phone: _____ Email: _____

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 business address or headquarters. A utility bill or bank statement in the applicant's name with the business 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 produced; it will be copied and returned. *Applicants Note: the representative is authorised to submit and receive information and documents pertaining to this application.*

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

Rep. Designation: _____ Phone: _____ 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, 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

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
 Federal Offer Court Judgement State Offer
Name of Former Owner: _____ Transaction Date: Day / Month / Year

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

Deed of Assignment Deed of Gift Deed of Devolution Deed of Mortgage 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 Mortgage Deed of Release

BOX 5 PLOT

Applicants for Systematic Recertification, Systematic Property Registration, and Regular Property Registration must complete Box 5, and produce 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: N100,000; Extension, Merger or Sub-Division: N60,000**. Serious contravention 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 monuments (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.

CEO/MD/Chairman Signature: _____ Representative Signature: _____

Any false information or documents submitted will result in prosecution

LANDUSE/ Purpose List **RESIDENTIAL**

- Private Residential
- Staff Quarter / Life Camp

 MIXED USE

- Multi-Purpose
- Special Development
- Comprehensive Development

 AGRICULTURAL

- Farming
- Horticulture

 COMMERCIAL

- Commercial Housing Estate
- Hotel
- Hostel
- Motel
- Guest House (Hospitality)
- Restaurant / Fast Food
- Neighbourhood Centre
- Shopping Mall / Plaza
- Small Shops / Corner Shops
- District Market
- Supermarket
- Shopping Complex
- Office
- Banking /Insurance /Services
- Warehouse
- Bakery / Cafe'
- Plant Nursery
- Workshop
- Petrol Filling Station
- Gas Refilling Station
- Fuel Depot
- Garage / Carwash
- Internet Café
- Cinema / Theatre
- Sports Facility

 PUBLIC INSTITUTION

- Nursery School
- Day Care
- Nursery & Primary School
- Primary School
- Secondary School
- University
- Research Institute
- Educational Institution
- Training / Vocation Cent. / College
- Clinic
- Hospital
- Veterinary Clinic
- Dental Clinic
- Laboratory
- Church
- Mosque
- Place Of Worship
- Fire Service
- Court / Jurisdiction
- Library
- Community Centre

 INDUSTRIAL

- Quarry
- Borrow Pit
- Mining / Minerals
- General Manufacturing
- Metal or Wood Factory
- Paper, Chemicals, Textile
- Stones, Sediment, Ceramics
- Water Packaging, Bottling
- Agro-Allied

 PUBLIC UTILITY UNIT

- Post Office
- Power Station/ Subst./ Transformer
- TV Or Radio station
- Water Treatment Plant
- Dump Site

 TRANSPORTATION

- Bus Depot
- Motor Park
- Lorry / Trailer Park

 OPEN SPACE / GREEN AREA

- Play Ground / Picnic Area
- Recreation and Holiday Resort
- Amusement Park
- Game Reserve / Zoo
- Sports Area
- Golf Course
- Equestrian Centre
- Country Club / Health Farm
- Neighbourhood Park
- Recreational Centre
- Entertainment Complex
- Cemetery
- National Memorial Park
- Local Park
- District Park
- Prayer Site