



APPLICATION FOR CONSENT TO SUBLEASE *Application Form for Private and Organisation Title Holder*

This Form has to be submitted attached to the UCI or UCO Form with Details of the Sub-Lessee. Proof of identity is required. Recognized official ID's include National ID Card, International Passport, Driver's Licence, and Voter's Registration Card.

To apply for Consent to Sublease under Lands File Number: _____

1. Application Date: Day / Month / Year 2. Application for: Private Organisation Agent

3. Applicant Name: Title / Firstname / Middlename / Lastname 4. Phone: _____

Details of the Sub-Lessor, Details of the Lease and Details of the Property

5. Sub-Lessor Name: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

6. Gender: Male Female 7. Date of Birth: _____ 8. Registration Number (RC): _____ if applicable

9. Nationality: _____ 10. State of Origin: _____ 11. Local Gov.: _____

12. House No: _____ (7) Street Name: _____ (Bauchi Roadi)

District: _____ (Metropolitan) City/Town: _____ (Gombe) State: _____ (Gombe)

Additional Address Information: _____ (Sabonlayi)

13. TIN: Tax Identification Number 14. Phone: _____ 15. Email: _____

16. Name of Sub-Lessee: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

It is required to fill and attache the UCI / UCO for the Sub-Lessee to this Form and submit them together!

17. Lease Years: _____ 18. Lease Period from: Day / Month / Year to Day / Month / Year 19. Lease Amount: _____

19. Property L.G.A.: _____ (Gombe LGA) 21. District: _____ (Metropolitan) 22. Town: _____ (Gombe)

23. Property Location and / or Plot Number: _____

24. Purpose for which the Land is used: _____ 25. Value of Improvement: _____

26. Demarcation of Plot: the Plot is surveyed (Survey Data submitted) the Plot is NOT surveyed and I need a Property Identification for my TDP
(if your Plot is not surveyed please fill an Property Identification Form PIT)

27. Applicant Signature: _____

Type of Applicant	Processing Fee
Private Individual	12,000
Corporate / Company	12,000
Institutions (School, Church, Health)	12,000
Civil Society and Non Gov. Organisation (NGO)	12,000

PAYMENT

The Payment is not refundable and must be paid at GOGIS TSA Account.

The Remita Retrieval Reference (RRR) & Receipt must be submitted together with the completed filled Application Form.

APPROVED IDENTIFICATION

National ID Card; International Passport; Drivers Licence; Voter Registration Card.

Short Application Guidelines and Key steps in the processing of an application for Consent to Deed of Sub-Leasee (SUB)

1. An R-of-O Title Holder who wants to apply for Consent to Deed of Sublease must apply with this SUB form.
2. The Applicant must also complete a UCI/UCO form with the details of the recipient (Sub-Lessee).
3. Payment for the Processing Fee must be made into the GOGIS TSA Account, Gombe State IGR.
4. The Remita Retrieval Reference (RRR) & Receipt needs to be submitted with the completed application form and the required documents (see details above).
5. The Applicant must then pay a Stamping and Registration Fee of 3% of the Sublease amount.
6. If a new Offer of Terms and Conditions or a new C-of-O are required, the Sub-Lessee must apply for a Replacement of Offer or fresh C-of-O with the RPL form.
7. The key steps in the Replacement process are described on the RPL application form - **GOGIS Customer Service or www.gogis.gm.gov.ng**

Declaration:
It is a punishable offence to provide any false information and / or make any false statements or claims when completing this form. Where it is subsequently discovered that a Certificate of Occupancy was issued based on false or inaccurate information, the Governor may at his sole discretion, revoke such Certificate of Occupancy. The Governor reserves the right to reject any application form not properly or fully completed and shall not incur any liability for any such rejection. The information you supply on this form is public knowledge may be published in the media.

GOGIS Helpline: 0916 349 6046 or 0916 456 1443

Completed forms, evidence of payment and documents can be returned to:
GOGIS Service Centre, GRA Drive.

