



FOR OFFICIAL USE ONLY
Payment Detail Stamp
Processing Fee Amount
Bank Teller Number
Receipt Number
Signature Accountant

Please attach
1 Passport
Picture for your
C-of-O
here carefully at
the Edge of the
Photo.
Don't pin the
Face!

APPLICATION FOR STATUTORY RIGHT-OF-OCCUPANCY Application Form for Private Individuals

FOR OFFICIAL USE ONLY (INFO DESK): <input type="checkbox"/> Private		GSL	File Number
1. Application Date: Day / Month / Year (Please complete this form. Fill in CAPITAL LETTERS and tick the appropriate items. Read Instructions at the back page and refer to full Application Guidelines.)			
2. Title: First: fullname Middle: fullname Surname: fullname			
3. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female 4. Date of Birth: 5. Occupation: 6. Children:			
7. Nationality: 8. State of Origin: 9. Local Gov.:			
10. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
11. Religion: <input type="checkbox"/> Christianity <input type="checkbox"/> Islam <input type="checkbox"/> None <input type="checkbox"/> Other specify: _____			
12. Education: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> Other specify: _____			
13. House No: (7) Street Name: (Bauchi Road)			
District: (Metropolitan) City/Town: (Gombe) State: (Gombe)			
Country: (Nigeria) P.O./P.M.B.: (107 Gombe) C/O:			
Additional Address Information: (FHA Estate)			
14. Phone 1: Phone 2: Phone 3:			
15. TIN: Tax Identification Number 16. Email:			
17. Delivered in Person? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" give name and phone of Representative. Phone:			
First: Middle: Surname:			
18. Document of Demarcation submitted: <input type="checkbox"/> Survey Data / Coordinates <input type="checkbox"/> Survey Report <input type="checkbox"/> Site-Plan <input type="checkbox"/> TDP			
19. Is the Applicant the original Land Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" how did you acquire the Plot and who is the former Owner?			
<input type="checkbox"/> Sale Agreement <input type="checkbox"/> Customary C-of-O <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Assignment <input type="checkbox"/> Allocation Letter <input type="checkbox"/> Subdivision			
<input type="checkbox"/> Sublease <input type="checkbox"/> Deed of Gift <input type="checkbox"/> Letter of Administration <input type="checkbox"/> Other: _____			
Name of former Owner: Date of Transaction: Day / Month / Year			
20. L.G.A.: 21. Plot Size: 22. Plot Number: (if applicable)			
23. Description of the Location of the Land:			
24. Land Use: (for appropriate description see back page) 25. Land Use Purpose: (for appropriate description see back page)			
26. Value of Improvement: 27. Lease Term required:			
28. Demarcation of Plot: <input type="checkbox"/> the Plot is surveyed (Survey Data submitted) <input type="checkbox"/> 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)			
29. Write your comment:			
Applicant Signature:		Representative Signature (see Item 17):	



24 a. Specify the Landuse or the Purpose Clause and copy the description to item 24 on the front page :

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

Documents to submit for Application of R-of-O		
Evidence of Payment	Remita Retrieval Reference (RRR) & Receipt for Processing	15,000
Proof of Identity	One Passport sized Photograph	required
	Copy of National ID Card or Inter. Passport or Driving License or Voters Card	required
Proof of Ownership	Sale Agreement or Power of Attorney or Assignment or Letter of Administration or Allocation Letter or any other Transaction document	required
	Site Plan or Survey Report or Coordinates or TDP	required
Other Documents	Current Tax Clearance Certificate	optional
	Police Report and Court Affidavit and Two daily newspaper advertisements (one national and one state)	optional

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

1. Private Individual applicants need to complete this SRI form to apply for a Right of Occupancy (Applications for 2 people such as "Mr and Mrs" is not possible).
2. Payment for the Processing Fee must be made into the GOGIS TSA Account, Gombe State IGR.
3. The Remita Retrieval Reference (RRR) & Receipt needs to be submitted with the completed application form and the required documents (see details above).
4. Proof of the applicants identity is required (see details above).
5. One passport sized photograph of the applicant is required. White background please. DONT staple or pin the picture on the face.
6. Proof of Ownership for the property is required (Sale Agreement, Allocation Letter, Customary C-of-O, Registered Transaction).
7. Any Power of Attorney or Assignment or Sales Agreement that has not been registered, need to be submitted as a copy of the original.
8. The applicants address must be properly described and the telephone numbers must be readable and complete (e-mail if available).
9. The applicant needs to book a Site Inspection Visit with the Town Planners at the office.
10. The property must be surveyed. The Office of the Surveyor General or any private Registered Surveyor can be contacted.
(Existing Survey Data can be submitted to the Office of the Surveyor General or GOGIS Service Centre, Gombe)

Key Steps in the processing of the application for R-of-O after the submission of the Application Form and required Documents!

- (a) Verification of the required documents by GOGIS Service Centre;
- (b) Site inspection undertaken by the Town Planning Officer and the completion of the Site Inspection Report.
- (c) GOGIS Service Centre opens the permanent "GSL" file and collection of the Acknowledgement Letter by the applicant.
- (d) The Director Town Planning approves and stamps the Site Inspection Report recommendations.
- (e) The survey data as approved by the Surveyor General is charted into the GOGIS Digital Cadastral System (in accordance with the Site Inspection Report).
- (f) The Offer of Terms and Condition for the R-of-O, Initial Bill and Acceptance Letter are recommended by the DL and Commissioner MLS.
- (g) The Terms and Conditions are signed and conveyed to the applicant after the Initial Bill is paid.
- (h) The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- (i) Once the Outstanding's are settled the C-of-O is conveyed to the applicant.
- (j) Ground rent needs to be paid in full every year (account statements are available from the GOGIS Service Centre).

(for more Information get the full Application Guidelines from GOGIS Customer Service Centre, Gombe. 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.

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

GOGIS Helpline: 0916 349 6046 or 0916 456 1443