

**GOMBE STATE OF NIGERIA**  
**GOMBE GEOGRAPHIC INFORMATION SYSTEM**  
**(GOGIS)**



**GUIDELINES, TIME, AND ASSOCIATED  
COST FOR PROPERTY TRANSFERS, SALES  
& LEASE IN GOMBE STATE**

**DECEMBER, 2023**

## **GUIDELINES, TIME, AND ASSOCIATED COST FOR PROPERTY TRANSFERS, SALES & LEASE IN GOMBE STATE**

### **O V E R V I E W:**

Property transfers, sales, and leases in Gombe State must be registered with the Gombe Geographic Information Systems (GOGIS) to ensure legal recognition and security of ownership. GOGIS is responsible for modernizing land administration, providing automated systems, and securing land titles for lawful transactions.

In accordance with the Gombe State Lands Administration and Gombe Geographic Information Systems Establishment Law 2020, individuals and organizations must adhere to the following guidelines to complete property transactions legally:

1. **Obtain the Property Transaction Application Form:** An applicant must visit the GOGIS Customer Service Centre along Government House Street, GRA, Gombe State.

***Time:*** 1 Day

***Cost:*** Free

2. **Complete the Application Form & Attach Required Documents:** The following documents must be attached:

✓ One passport photograph

✓ Evidence of payment for transaction processing

✓ Proof of identity (National ID, International Passport, Driver's License, or Voter's Card)

✓ Proof of ownership (C of O, Deed of Assignment, Sale Agreement, Power of Attorney, Letter of Administration, etc.)

✓ Property survey report or site plan

✓ Additional requirements for organizations: CAC certificate, Memorandum & Articles of Association, and ID of authorized representative

***Time:*** 1 Day

***Cost:*** Free

3. **Submission of Application & Payment of Processing Fees:** Applicants must submit completed forms with required documents to the GOGIS Customer Service Centre and pay the applicable processing fees.

Payment can be made via:

- i. Any commercial bank in the state using the Gombe State TSA Remita account.
- ii. POS payment at GOGIS Customer Service Centre.

**Time:** 1 Day

**Cost:** N15,000 (Individuals) / N30,000 (Commercial) / N20,000 (Institutional) / N10,000 (NGOs)

4. **Verification & Approval Process:**

- ✓ GOGIS will review and verify submitted documents.
- ✓ Site inspection and validation of ownership.
- ✓ Approval and assessment for applicable charges.

**Time:** 5 Working Days

**Cost:** Free

5. **Issuance of Consent to Transfer, Sale, or Lease:**

- ✓ If approved, a consent letter is issued to the applicant.
- ✓ Payment of statutory fees and taxes, depending on transaction type.

**Time:** 3 Working Days

**Cost:** Variable (Based on property value and location)

6. **Issuance of Updated Title Document:**

- ✓ Upon completion of all required payments, GOGIS will issue the updated Certificate of Occupancy (C of O) or Lease Agreement.
- ✓ Applicant or representative must present an acknowledgment letter and ID for collection.

**Time:** 5 Working Days

**Cost:** Variable (Stamp Duty, Registration Fee, and Legal Charges)

**IMPORTANT NOTES:**

- ✓ The entire process can take approximately 2 to 3 weeks, depending on verification and approval stages.
- ✓ Applicants may appoint representatives to process applications on their behalf.
- ✓ Any fraudulent or incomplete application may result in disqualification or legal consequences.

For inquiries, contact **GOGIS Customer Service Centre**:

☎ 0916 349 6046 / 0916 456 1443 (Monday–Friday, 8 AM–4 PM)

✉ Email: [info@gogis.org](mailto:info@gogis.org)

**Director General**  
*Gombe Geographic Information Systems (GOGIS)*  
*Gombe State*