This Form is FREE and NOT FOR SALE
(this Form can be copied)

SRR

Surrender of Certificate of Occupancy

Version 5

NASARAWA STATE OF NIGERIA
MINISTRY OF LANDS AND PHYSICAL PLANNING

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 SURRENDER OF C-of-O

Application Form for Private and Organisation Title Holder

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 Surrender of Certificate of Occupancy for R-of-O Number: _____

Name of Title Holder: _____

1. Application Date: Day / Month / Year

2. Application for: ☐ Private ☐ Organisation

2. Reason for Surrender of Certificate of Occupancy:
☐ exchange to obtain new Secured C-of-O Certificate of Occupancy
☐ Voluntary Surrender (e.g. financial reason)

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

6. Gender: (for private) ☐ Male ☐ Female

7. Date of Birth: (for private)

8. Registration Number (RC): (for organisation) if applicable

9. Nationality: (for private)

10. State of Origin: (for private)

11. Local Gov.:

12. House No: (7) Street Name: (Shendan Road)

District: (Bukan Sidi) City/Town: (Lafia) State: (Nasarawa)

Additional Address Information: (Rukuba Barracks)

13. Phone:

14. Email:

6. Contact Person: Designation: Phone:

Title: First: fullname Middle: fullname Surname: fullname

Applicant Signature: Phone:

Document to Surrender	Processing Fee
Certificate of Occupancy	free

PAYMENT
The Amount includes the Processing Fee for Replacement of the Title Document. The Payment is not refundable and must be paid at **DIAMOND BANK** into the Lands Revenue Account **0025645834** of the Nasarawa State Ministry of Finance.
The Bank Teller must be submitted together with the completed filled Application Form.

Short Application Guidelines

Title Holders who wants to surrender their Certificate of Occupancy to exchange it with the new Secured Certificate of Occupancy must apply with this SRR form. The Application must be submitted together with the old C-of-O.

(for more Information get the full Application Guidelines from NAGIS Customer Service or www.nagis.org)

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.

NAGIS Helpline: 0805 482 2552 or 0703 267 7637

Completed forms, evidence of payment and documents can be returned to either: the Ministry of Lands and Physical Planning in Lafia or to the NAGIS Service Centre at Mararaban Gurku or to the Area Offices in Keffi, Nasarawa and Akwanga.

Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your C-of-O!