



ISSUANCE OF NEW SECURED CERTIFICATE-OF-OCCUPANCY

Update Form for Couples Title Holder

| | | |
|--------------------------------------|------------|-------------|
| Application Date: Day / Month / Year | EDL | File Number |
|--------------------------------------|------------|-------------|

This form is for applicants whose details have changed since their file was opened, or after they have received their C-of-O, and need a new C-of-O issued to reflect the changes.

===== Husband =====

1. Title: _____ First: _____ Middle: _____ Surname: _____

2. Phone: _____ Phone 2 : _____ 3. Email: _____

4. Identification: Int. Passport National ID Card Driver's Lic. Voter's Card ID No.: _____

5. Date of Birth: Day / Month / Year 6. Occupation: _____ 7. No. of Children: _____

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

11. Religion: Christianity Islam None Other Specify: _____

12. Education: Primary Secondary Tertiary Other Specify: _____

Attach Passport Photo that will be used for the C-of-O

Don't pin the Face!

Husband Picture

===== Wife =====

13. Title: _____ First: _____ Middle: _____ Surname: _____

14. Phone: _____ Phone 2 : _____ 15. Email: _____

16. Identification: Int. Passport National ID Card Driver's Lic. Voter's Card ID No.: _____

17. Date of Birth: Day / Month / Year 18. Occupation: _____ 19. No. of Children: _____

20. Nationality: _____ 21. State of Origin: _____ 22. Local Gov.: _____

23. Religion: Christianity Islam None Other Specify: _____

24. Education: Primary Secondary Tertiary Other Specify: _____

Attach Passport Photo that will be used for the C-of-O

Don't pin the Face!

Wife Picture

===== Applicant's Address =====

25. House No.: _____ 26. Street Name: _____ 27. Ward: _____

28. Village: _____ 29. City/Town: _____ 30. Local Gov.: _____

31. State: _____ 32. Country: _____ 33. P.O. /P.M.B.: _____ 34. C/O: _____

35. Additional Address Information: _____

36. Delivered in Person? YES NO If "No", give name and phone of Representative. Phone: _____

First: _____ Middle: _____ Surname: _____

37. Identification: Int. Passport National ID Card Driver's Lic. Voter's Card ID No.: _____

38. Is the Parcel delineated by Survey Plan ? YES NO

39. Is the Applicant the original Land Owner? YES NO If "No", how did you acquire the Plot and who is the former Owner?

Sales Agreement Deed of Conveyance/Assignment/Transfer Allocation Letter Customary Grant

Deed of Gift Inheritance Letter of Administration Other: _____

Name of Former Owner: _____ Date of Transaction: _____

40. Proof of Ownership: C-of-O (old type) Bill for R-of-O Terms and Conditions (R-of-O) Ground Rent Demand Secured C-of-O (green framed)

Any other Bill or Document to prove Ownership (specify): _____

41. Purpose for which the Land is used / required:

(for appropriate description see item 41a)

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 and may be published in the media.

I have read and I acknowledge the above declaration.

Applicant Signature: _____

Representative Signature (see Item 16): _____

41 a. Specify the Land Use or the Purpose Clause and copy the description to item 41 :

RESIDENTIAL

- Private Residential
 Staff Quarter / Life Camp

MIXED USE

- Multi-Purpose (Mostly Commercial)
 Comprehensive Development (Mostly Residential)
 Special Development

AGRICULTURAL

- Farming
 Horticulture

COMMERCIAL

- 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 / Café
 Plant Nursery
 Workshop
 Petrol Filling Station
 Gas Refilling Station
 Fuel Depot
 Garage / Carwash
 Internet Café
 Cinema / Theatre
 Sports Facility
 Event Centre

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
 State Government Office
 Federal Government Office
 Morgue

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 Radiostation
 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

Documents to Submit for Application for R-of-O :

1. One passport-sized photograph for each
2. Photo ID :
National ID Card **or** Intern'l Passport **or** Driver's License **or** Voter's Card
3. Land Transfer Documents such as Sales Agreement **or** Deed of Transfer **or** Inheritance Document
4. Survey Plan
5. Evidence of personal income tax **or** current Tax Clearance Certificate
6. Utility bill to verify Applicant's home address
7. Court affidavit and Police Report for lost or stolen documents
8. If using an Authorized Representative, a signed appointment letter and Photo ID is required
9. Bank Teller receipt for ₦ 50,000 Processing Charge
10. Site Inspection Report **Optional**

Payment

A one-time, non-refundable Processing Charge of ₦50,000 is required.

The charge must be paid to **ACCESS BANK**, Account Number **0777515446**

The bank teller receipt must be submitted together with the completed Application Form.

EDOGIS Helpline: 0813 614 9787 or 0815 661 1097

Email: info@edogis.org; Web: www.edogis.org

Completed forms, evidence of payment and documents should be returned to:

EDOGIS Office at 102 Sapele road, Benin City, Edo State, Nigeria.