



NASARAWA STATE OF NIGERIA
MINISTRY OF LANDS AND PHYSICAL PLANNING

ALLOCATION LETTER

LAND BANK NSG 564 LAYOUT, LAFIA

We are pleased to inform you that His Excellency, the Governor of Nasarawa State, Engr. A. A. Sule, has approved the allocation of plot; No _____ at the "Land Bank NSG 564 Site and Services Scheme Layout, Lafia" to you.

For processing of your title you are requested to fill the APL Application Form on the back side of this form and return to the NAGIS Service Centre in Mararaban Gurku Karu or NAGIS Head Office in Lafia.

NAME OF ALLOTTEE _____

Please accept our congratulations;

Yours faithfully

for: The Governor of Nasarawa State

Please submit a complete filled copy of the APL Application Form on the back side of this Letter.

Short Application Guidelines

1. Private or organizational applicants need to complete the APL form on the back side and return a copy to the NAGIS Service Centre in Karu.
2. Proof of the applicants identity is required (National ID Card or International Passport or Drivers Licence or Voter Registration Card).
3. One passport sized photograph of the applicant is required for your C-of-O. DONT staple or pin the picture on the face.
4. The applicants address must be properly described and the telephone numbers must be readable and complete (e-mail if available).

Key Steps in the processing of the application to acquire a plot of land after the submission of the Application Form and required Documents!

- (a) The Allocation of a Plot is recommended by the Governor of Nasarawa State.
- (b) The Allocation Letter and the APL Application Form is send to the Allottee.
- (c) The Allottee must return a copy of the complete filled APL (back side of this Letter) to the NAGIS Service Centre together with a Proof of Identification and one Passport Picture.
- (d) NAGIS Service Centre opens the permanent "NS" file and collection of the Acknowledgement Letter by the applicant.
- (f) The Offer of Terms and Condition for the R-of-O, Initial Bill and Acceptance Letter are recommended by the DG Nagis.
- (d) The Terms and Conditions are signed and conveyed to the applicant. A Bill can be attached.
- (e) The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor.
- (f) Once the eventually Outstanding's are settled, the C-of-O will be conveyed to the applicant.
- (g) Ground rent needs to be paid in full every year (account statements are available from the NAGIS Service Centre).

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



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



Version 3 (May 2019)