

# SUB

Sublease for R-of-O Title Holder

Version 7 NASARAWA GEOGRAPHIC INFORMATION SERVICE



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

## APPLICATION FOR CONSENT TO SUBLEASE Application Form for Private and Organisation Title Holder

This Form has to be submitted attached to the UCI or UCO Form with Details of the Sub-Lessee. 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 Consent to Sublease under R-of-O File Number:

1. Application Date: Day / Month / Year 2. Application for:  Private  Organisation  Agent  
3. Applicant Name: Title / Firstname / Middlename / Lastname 4. Phone:

### Details of the Sub-Lessor, Details of the Lease and Details of the Property

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

6. Gender:  Male  Female 7. Date of Birth:  (for private) 8. Registration Number (RC):  if applicable (for organisation)

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. TIN:  Tax Identification Number 14. Phone:  15. Email:

16. Name of Sub-Lessee: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

**It is required to fill and attache the UCI / UCO for the Sub-Lessee to this Form and submit them together!**

17. Lease Years:  18. Lease Period from: Day / Month / Year to Day / Month / Year 19. Lease Amount:

20. Property L.G.A.:  (Lafia L.G.A.) 21. District:  (Bukan Sidi) 22. Town:  (Lafia)

23. Property Location and / or Plot Number:

24. Purpose for which the Land is used:  25. Value of Improvement:

26. Demarcation of Plot:  the Plot is surveyed (Survey Data submitted)  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)

27. Applicant Signature:

Type of Applicant	Processing Fee
Private Individual	12,000
Corporate / Company	12,000
Institutions (School, Church, Health)	12,000
Civil Society and Non Gov. Organisation (NGO)	12,000

#### **PAYMENT MUST REFER TO THE CBS INVOICE NUMBER!**

You can pay the Application Fee:

- online at [www.nasarawaigr.com](http://www.nasarawaigr.com) (CBS, Central Billing System), or
- with POS or Online Payment direct at NAGIS Service Centre, Karu, or
- with POS or Online Payment direct at NAGIS Head Office, Lafia

#### **Short Application Guidelines and Key steps in the processing of an application for Consent to Deed of Sub-Leasee (SUB)**

1. An R-of-O Title Holder who wants to apply for Consent to Deed of Sublease must apply with this SUB form.
  2. The Applicant must also complete a UCI/UCO form with the details of the recipient (Sub-Lessee).
  3. Payment for the Processing Fee must be made Online in reference to the CBS Invoice Number or with POS or Online Payment in NAGIS (see details above).
  4. The CBS Online Receipt or POS Receipt need to be submitted together with the completed application form and the required documents (see details above).
  5. The Applicant must then pay a Stamping and Registration Fee of 3% of the Sublease amount.
  6. If a new Offer of Terms and Conditions or a new C-of-O are required, the Sub-Lessee must apply for a Replacement of Offer or fresh C-of-O with the RPL form.
  7. The key steps in the Replacement process are described on the RPL application form - please refer to this form.
- (for more Information get the full Application Guidelines from NAGIS Customer Service or [www.nagis.org](http://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: NAGIS Head Office, Lafia or to the NAGIS Service Centre, Karu or to the Area Offices of the Ministry Lands and Urban Development 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!

