

This Form is FREE

# ROI

Right of Occupancy Individuals



BORNO STATE OF NIGERIA  
BORNO GEOGRAPHIC INFORMATION SERVICE

Please attach  
Passport

Don't pin the  
face!

## Application For Grant / Re-Grant of Right of Occupancy (Statutory or Customary)

<b>TEMP</b>	Temp Number	(Fill in <b>CAPITAL LETTERS</b> and tick the appropriate items. <b>DO NOT FOLD</b> this form)	<b>BO</b>	File Number
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### FOR OFFICIAL USE ONLY

Application Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day / Month / Year

Application Fees:  Application Processing Fee  Re-Grant Preparation Fee  Consent Preparation Fee  Registration Preparation Fee

Application Type:  Regular Property Registration  Systematic Land Titling  Direct Allocation

Recertification  Regularisation  Re-Grant  Change of Name

### BOX 1 APPLICANT (The person who will be named on the Right of Occupancy)

All applicants must complete Box 1 in full. The **Original identification document** used to prove identity must be submitted; it will be copied and returned

Title: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_

Nationality: \_\_\_\_\_ State of Origin: \_\_\_\_\_ Local Gov.: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Phone 3: \_\_\_\_\_

Email: \_\_\_\_\_ TIN: \_\_\_\_\_ (Tax Identification Number)

Identification:  International Passport  National ID Card  Voter Registration Card

Tax Identification Card  Driver's License ID Number \_\_\_\_\_

### BOX 2 ADDRESS

All applicants must complete Box 2 in full. This should be your normal residential address. A utility bill or bank statement in the applicant's name with the residential address will be required to verify this address.

House No: \_\_\_\_\_<sup>(2)</sup> Street Name: \_\_\_\_\_ (Gambo Lawan Street)

District: \_\_\_\_\_ (Bolori I) City/Town: \_\_\_\_\_ (Maiduguri) State: \_\_\_\_\_ (Borno)

Country: \_\_\_\_\_ (Nigeria) P.O. /P.M.B.: \_\_\_\_\_ (1081) C/O: \_\_\_\_\_

Additional Address Information: \_\_\_\_\_ (G.R.A Res. Estate)

### BOX 3 REPRESENTATIVE

Applicants who wish to appoint a representative must complete Box 3 in full. The **original identification document** used to prove the identity of the representative must be submitted; it will be copied and returned. *Applicants Note: the representative is authorised to submit and receive information and documents pertaining to this application.*

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Identification:  International Passport  National ID Card  Voter Registration Card

Tax Identification Card  Driver's License ID Number \_\_\_\_\_

P.T.O.

#### BOX 4 OWNERSHIP

Applicants for Systematic Recertification, Systematic Land Titling, and Regular Property Registration must complete Box 4, and produce all the relevant documents, with minimum requirements indicated below. If you have multiple relevant documents, please submit them.

**Systematic Recertification: 4A and/or 4C**

**Systematic Land Titling 4B**

**Regular Property Registration: 4B and/or 4C**

**4D: if you need to register a deed**

**4A:** Complete this section if you possess a Certificate of Occupancy (Statutory or Customary), an Offer Letter, and surrender the original document. A copy of the document, marked CANCELLED, will be returned.

Statutory C-of-O     Offer Letter    ROFO Number (BO): \_\_\_\_\_     Customary C-of-O  
Allotee Name (Name in Document): \_\_\_\_\_    Offer/Commence Date: Day / Month / Year

**4B:** Complete this section If you process a transaction or similar document, submit the document. The document will be copied, and the original returned.

Sales Agreement     Inheritance     Gift     Letter of Administration     Affidavit  
 Court Judgement     Federal Offer     State Offer

Name of Former Owner: \_\_\_\_\_    Transaction Date: Day / Month / Year

**4C:** Complete this section If you process a Registered Document as indicated below, and submit the original document. The document will be copied and the original returned.

Deed of Assignment     Deed of Gift     Deed of Devolution     Deed of Release

Name of Former Owner: \_\_\_\_\_    Transaction Date: Day / Month / Year

**4D:** Complete this section if you need to Register a document, pay the additional **N5,000 Consent fee**, and submit the document to be Registered.

Upon approval the document will be Registered and the original returned upon the payment of registration fee. Indicate here type of document to register.

Deed of Assignment     Deed of Gift     Deed of Devolution     Deed of Release

#### BOX 5 PLOT

Applicants for Systematic Recertification, Systematic Land Titling, and Regular Property Registration must complete Box 5, and submit all the relevant documents, with minimum requirement indicated below. If you have multiple relevant documents, please submit them.

**5A:** Complete this section and submit the demarcation document. The document will be copied and the original returned.

Survey Data / Coordinates     Survey Report     Site Plan     TDP     No Demarcation, Apply for GIS Charting Report(Survey Fees Apply)

Land Use \_\_\_\_\_    Purpose \_\_\_\_\_

L.G.A \_\_\_\_\_    District \_\_\_\_\_

Plot Description / Address: \_\_\_\_\_  
\_\_\_\_\_

**5B:** Complete this section if you require a Consent. Pay the additional **N5,000 Consent fee**, and indicate the Consent required below.

Serious contraventions may also be subject to penalties. After consideration the applicant will be informed of the conditions of the Consent, and on payment of the **Consent fee** (and any additional penalty), the Consent will be given.

Change of land use / Purpose     Extension     Merger     Subdivision

Do you require Beacons (Survey Fees Apply):  Yes     No

#### BOX 6 DIRECT ALLOCATION

Applicants for Direct Allocation must complete Box 6.

Preferred L.G.A \_\_\_\_\_    Preferred District \_\_\_\_\_

Proposed Land Use \_\_\_\_\_    Proposed Land Purpose \_\_\_\_\_

Size of plot requested:  High density (+/- 450sqm)     Medium density (+/- 750sqm)     Low Density (>750sqm)

Improvement Value: \_\_\_\_\_    Time for Development: \_\_\_\_\_ (24 months allowed)

#### BOX 7 SIGNATURE

All applicants must affix their signature; the application will not be accepted without signature. In the case of a representative, they must also affix their signature.

Applicant Signature: \_\_\_\_\_    Representative Signature: \_\_\_\_\_

Any false information or documents submitted will result in prosecution

**LANDUSE / Purpose List**

<p><input type="radio"/> <b>RESIDENTIAL</b></p> <p><input type="checkbox"/> Private Residential</p> <p><input type="checkbox"/> Staff Quarter / Life Camp</p> <p><input type="radio"/> <b>MIXED USE</b></p> <p><input type="checkbox"/> Multi-Purpose</p> <p><input type="checkbox"/> Special Development</p> <p><input type="checkbox"/> Comprehensive Development</p> <p><input type="radio"/> <b>AGRICULTURAL</b></p> <p><input type="checkbox"/> Farming</p> <p><input type="checkbox"/> Horticulture</p>	<p><input type="radio"/> <b>COMMERCIAL</b></p> <p><input type="checkbox"/> Commercial Housing Estate</p> <p><input type="checkbox"/> Hotel</p> <p><input type="checkbox"/> Hostel</p> <p><input type="checkbox"/> Motel</p> <p><input type="checkbox"/> Guest House (Hospitality)</p> <p><input type="checkbox"/> Restaurant / Fast Food</p> <p><input type="checkbox"/> Neighbourhood Centre</p> <p><input type="checkbox"/> Shopping Mall / Plaza</p> <p><input type="checkbox"/> Small Shops / Corner Shops</p> <p><input type="checkbox"/> District Market</p> <p><input type="checkbox"/> Supermarket</p> <p><input type="checkbox"/> Shopping Complex</p> <p><input type="checkbox"/> Office</p> <p><input type="checkbox"/> Banking /Insurance /Services</p> <p><input type="checkbox"/> Warehouse</p> <p><input type="checkbox"/> Bakery / Cafe'</p> <p><input type="checkbox"/> Plant Nursery</p> <p><input type="checkbox"/> Workshop</p> <p><input type="checkbox"/> Petrol Filling Station</p> <p><input type="checkbox"/> Gas Refilling Station</p> <p><input type="checkbox"/> Fuel Depot</p> <p><input type="checkbox"/> Garage / Carwash</p> <p><input type="checkbox"/> Internet Café</p> <p><input type="checkbox"/> Cinema / Theatre</p> <p><input type="checkbox"/> Sports Facility</p>	<p><input type="radio"/> <b>PUBLIC INSTITUTION</b></p> <p><input type="checkbox"/> Nursery School</p> <p><input type="checkbox"/> Day Care</p> <p><input type="checkbox"/> Nursery &amp; Primary School</p> <p><input type="checkbox"/> Primary School</p> <p><input type="checkbox"/> Secondary School</p> <p><input type="checkbox"/> University</p> <p><input type="checkbox"/> Research Institute</p> <p><input type="checkbox"/> Educational Institution</p> <p><input type="checkbox"/> Training / Vocation Cent. / College</p> <p><input type="checkbox"/> Clinic</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Veterinary Clinic</p> <p><input type="checkbox"/> Dental Clinic</p> <p><input type="checkbox"/> Laboratory</p> <p><input type="checkbox"/> Church</p> <p><input type="checkbox"/> Mosque</p> <p><input type="checkbox"/> Place Of Worship</p> <p><input type="checkbox"/> Fire Service</p> <p><input type="checkbox"/> Court / Jurisdiction</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Community Centre</p>	<p><input type="radio"/> <b>INDUSTRIAL</b></p> <p><input type="checkbox"/> Quarry</p> <p><input type="checkbox"/> Borrow Pit</p> <p><input type="checkbox"/> Mining / Minerals</p> <p><input type="checkbox"/> General Manufacturing</p> <p><input type="checkbox"/> Metal or Wood Factory</p> <p><input type="checkbox"/> Paper, Chemicals, Textile</p> <p><input type="checkbox"/> Stones, Sediment, Ceramics</p> <p><input type="checkbox"/> Water Packaging, Bottling</p> <p><input type="checkbox"/> Agro-Allied</p> <p><input type="radio"/> <b>PUBLIC UTILITY UNIT</b></p> <p><input type="checkbox"/> Post Office</p> <p><input type="checkbox"/> Power Station/ Subst./ Transformer</p> <p><input type="checkbox"/> TV Or Radio station</p> <p><input type="checkbox"/> Water Treatment Plant</p> <p><input type="checkbox"/> Dump Site</p> <p><input type="radio"/> <b>TRANSPORTATION</b></p> <p><input type="checkbox"/> Bus Depot</p> <p><input type="checkbox"/> Motor Park</p> <p><input type="checkbox"/> Lorry / Trailer Park</p>	<p><input type="radio"/> <b>OPEN SPACE / GREEN AREA</b></p> <p><input type="checkbox"/> Play Ground / Picnic Area</p> <p><input type="checkbox"/> Recreation and Holiday Resort</p> <p><input type="checkbox"/> Amusement Park</p> <p><input type="checkbox"/> Game Reserve / Zoo</p> <p><input type="checkbox"/> Sports Area</p> <p><input type="checkbox"/> Golf Course</p> <p><input type="checkbox"/> Equestrian Centre</p> <p><input type="checkbox"/> Country Club / Health Farm</p> <p><input type="checkbox"/> Neighbourhood Park</p> <p><input type="checkbox"/> Recreational Centre</p> <p><input type="checkbox"/> Entertainment Complex</p> <p><input type="checkbox"/> Cemetery</p> <p><input type="checkbox"/> National Memorial Park</p> <p><input type="checkbox"/> Local Park</p> <p><input type="checkbox"/> District Park</p> <p><input type="checkbox"/> Prayer Site</p>
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For further details contact us at:  
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