

Certificate of Occupancy Collection Checklist

Checklist for property owners and agents · Ref: AGIS/CK/013 · Rev. 2026 · Federal Capital Territory Administration

A. INDIVIDUAL ALLOTTEE

- i. Original Right of Occupancy Letter.
- ii. Original Acknowledgement Letter.
- iii. Original Recertification Acknowledgement Letter (where applicable).
- iv. Original Acknowledgement for voided C-of-O (where applicable).
- v. All original receipts of payment.
- vi. Register Power of Attorney (where applicable).
- vii. Registered Deed of Assignment (where applicable).
- viii. Registered Deed of Release (where applicable).
- ix. Original Registered Deed of Legal Mortgage (where applicable).
- x. Certificate of Naturalization (for foreign nationals).
- xi. Resident Permit (for foreign nationals).
- xii. Marriage Certificate (where applicable).
- xiii. Newspaper publication for Change of Name (where applicable).
- xiv. Letter of Authority addressed to the Director, Department of Land Administration.
- xv. Original and valid means of identification for the allottee and proxy (preferably international passport).
- xvi. Letters of Administration (where applicable).
- xvii. Original Title Regularization Bill and Receipt (where applicable).
- xviii. Letter of undertaking/indemnity to be completed (by Allottee/Proxy)
- xix. Sworn Court Affidavit from FCT High Court, Maitama (where applicable).

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B. CORPORATE ORGANISATIONS, GOVERNMENT MINISTRIES, DEPARTMENTS, AGENCIES/PARASTATAL (MDAs)

- i. Original Right of Occupancy Letter.
- ii. Original Acknowledgement Letter.
- iii. Original Recertification Acknowledgement Letter (where applicable).
- iv. Original Acknowledgement for voided C-of-O (where applicable).
- v. All original receipts of payment.
- vi. Original Title Regularization Bill and Receipt (where applicable).
- vii. Form CAC 7 – Particulars of Director (Certification date not longer than 6 months).
- viii. Form CAC 2 – share allotment (Certification date not longer than 6 months).
- ix. Original Certificate of Incorporation/Original Certificate of Business name Registration.
- x. Original copy of Enabling Act (for Government Agencies).
- xi. Original Forms for Business Name Registration (Certification date not longer than 6 months).
- xii. Original Certificate of Incorporated Trustee.
- xiii. Registered Power of Attorney (where applicable).
- xiv. Registered Deed of Assignment (where applicable).
- xv. Registered Deed of Release (where applicable).
- xvi. Original Registered Deed of Legal Mortgage (where applicable).
- xvii. Certificate of Naturalization (for foreign nationals).
- xviii. Resident Permit (for foreign nationals).
- xix. Marriage Certificate (where applicable).
- xx. Newspaper publication for Change of Name (where applicable).
- xxi. Letter of Authority signed by two (2) active Directors of the company, addressed to the Director, Department of Land Administration on the letterheaded paper of the company.
- xxii. Original and valid means of identification for two active (2) Directors and Proxy (preferably international passport).

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- xxiii. Board Resolution signed by two (2) active Directors.
- xxiv. Letter of undertaking/indemnity to be completed (by Directors/Proxy)
- xxv. Sworn Court Affidavit from FCT High Court, Maitama (where applicable).
- xxvi. Status Report.
- xxvii. In all cases, original form of Identification (preferably valid International Passport, National Identity Card and Driver's License) of the person(s) signing the Authority Letter should be brought for sighting at the point of collection.

NOTE:

The C-of-O Release Officer has the right to request additional documents, or information, and/or make further clarification of the documents as the case may be.

Persons desirous of collecting a Certificate of Occupancy, whether in person or by proxy, are advised to comply fully with the stipulated requirements above to ease collection or risk outright refusal.

In some cases, more than one means of identification could be required.