

# Deeds Registration Requirements Checklist

Checklist for property owners and agents · Ref: AGIS/CK/003 · Rev. 2026 · Federal Capital Territory Administration

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## Individual

- i. Consent Letter from the Assignor/Application to the Director, Land Administration
- ii. Attach a copy of Right of Occupancy (original will be sighted)
- iii. Attach a copy of Certificate of Occupancy (original will be sighted)
- iv. Evidence of payment of Certificate of Occupancy bill
- v. Evidence of payment of Ground Rent bill paid to date
- vi. Valid identity card (ID) and NIN of Assignor and Assignee
- viii. Copy of recent Tax clearance for 3 (three) years

## Limited Liability Company

- i. Application to the Director, Land Administration, signed by two (2) Directors of the company on letter-headed paper (Names and nationality at the bottom of the letter-headed paper)
- ii. Board resolution signed by two (2) Directors of the company on letter-headed paper (Names and nationality at the bottom of the letter-headed paper)
- iii. Attach a copy of Right of Occupancy (original will be sighted)
- iv. Attach a copy of Certificate of Occupancy (original will be sighted)
- v. Evidence of payment of Certificate of Occupancy bill
- vi. Evidence of payment of Ground rent paid to date
- vii. Valid identity card (ID) and NIN of at least two (2) Directors of the company
- viii. Form CAC 2 and CAC 7
- ix. Copy of recent Tax clearance for 3 (three) years

## **NOTE:**

**The requirements above are not absolute, and further documentation or clarification may be required from applicants when deemed necessary**