

# GUIDELINE FOR APPLICATION OF CERTIFICATE OF OCCUPANCY

## ADAMAWA STATE MINISTRY OF LAND & SURVEY

STEP  
**01**

### COLLECT THE FORM

To apply visit survey department, ministry of Land and Survey with letter of Grant for verification. If verified, you will be issued an invoice to pay the following bill:  
a)land bill (Annex B), b)survey bill:

- \* N15,000 (flat rate) - bellow 1 hectare
- \* N22,500 Above 1 hectare

### SUBMISSION

Submit the evidence/proof of payment above (1) with following document:  
Valid means of identification, 2 recent passport photographs.

*NOTE: Following the preceding step, the following administrative procedure will be carried out:*

Production of Title Deed Plan (TDT),  
Clearance for C of O & Vetting

STEP  
**02**

STEP  
**03**

### PROCESSING FEE

Applicant will be called and issued an invoice for N50,000 (flat rate) for the production of C of O

### PAYMENT

Submit the evidence/proof of payment above (2) and receive acknowledgment letter for the payment made

STEP  
**04**

STEP  
**05**

### COLLECTION

After payment, the applicant can collect the C of O in person from Ministry of Land & Survey, Yola or authorize a representative with specified documents.