

This Form is **FREE**

SCO

Surrender of Certificate of Occupancy



KWARA GEOGRAPHIC INFORMATION SERVICE (KW-GIS)

Please attach
Passport
Picture that will
be used for the
new C-of-O

Don't pin the
face!

APPLICATION FOR SURRENDER AND RENEWAL OF OLD CERTIFICATE

Application Date: Day / Month / Year

KWL

File Number

FOR OFFICIAL USE ONLY

- Reason for Surrender of Certificate of Occupancy: ☐ Correct a mistake by KW-GIS (Specify below)
- ☐ Correct a mistake by the applicant (Specify below)
- ☐ Obtain a new Certificate after an Assignment
- ☐ Obtain a new Certificate after a Change of Land Use
- ☐ Obtain a new Certificate after a Change of Name

Specify The Exact Mistake(s):

C-of-O Particulars: Register / Volume / Page Registration Date: Day / Month / Year Form Number:

Applicant Information

First: Middle: Surname:

Phone 1: Phone 2: Email:

Full Address:

Representative Information

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

Applicant Signature:

Representative Signature:

Fees Payable	
Processing Fee	25,000
C-of-O Preparation Fee	25,000
C-of-O Registration Fee	10,000

Payment Guidelines

In the case of surrendering a certificate due to a mistake done by KW-GIS, all fees specified are **waived** and the certificate is processed for **free**. In all other cases the fees payable are **non-refundable**.

NB: KW-GIS will always use the name as it appears on the identification documents **NOT** the application form. If an applicant wants to go with the name on the form, a standard court affidavit needs to be submitted confirming the name spelling which is different than the Identification Document.

Short Application Guidelines

Title Holders who wants to surrender their old Secured Certificate of Occupancy to exchange it with a new Secured Certificate of Occupancy containing amendments to their terms and conditions of occupancy, must apply with this SCO form. Applications must be submitted together with the old C-of-O. Applicants who apply with this form due to Assignment, Change of Land use, or Change of Name must have already received approvals in a previous application.

KW-GIS Helpline: 0706 669 6401 or 0701 356 3921
Email: info@kwgis.org; www.kwgis.org

Completed forms, evidence of payment and documents should be returned to:
KW-GIS Office at Commissioner's Lodge Way, G.R.A., Ilorin, Kwara State, Nigeria.

Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your application!

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