



# TARABA GEOGRAPHIC INFORMATION SYSTEMS (TAGIS)

TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria

## PROPERTY REGISTRATION GUIDELINE (INDIVIDUAL)

Individuals and businesses may register their property with Taraba Geographic Information Services (TAGIS) in compliance with Section 5(b) of the Taraba State Lands Administration and Geographic Information Service Establishment Law & Other Related Matters in addition to that 2023. The following instructions must be followed to apply for and register a property with TAGIS to receive a C of O:

1. Obtain the Statutory Right of Application form for Individuals (SRI) from TAGIS Headquarters located at TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria.  
Tel No: +234 803 521 5032 or download the Application Form from our [website Statutory R of O Individual](#). All application forms are free. Fill out the form completely and accurately. Leave NO section empty or unanswered.
2. Gather copies of all relevant land documents. Originals are preferred. You are advised to have photocopies made for safekeeping. An Applicant may appoint someone to represent them at TAGIS, and this appointment must be by filling out the authorised Representative session of the application form appropriately.
3. Applicants are required to come with the following Documents for Application for R of O:
  - One Passport-sized Photograph
  - Photo ID: National ID Card, International Passport, Driver's License, or Voter's Card
  - Land Transfer Documents such as Sales Agreements or Deed of Transfer or Inheritance Document
  - Survey Plan (Original copy) duly signed by a registered surveyor or from the office of the surveyor general of the state.
  - Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit the nearest Tax Office within their LGA of residence for Tax-related issues or using this link to register <https://www.tarababir.gov.ng/direct-assessment-guide/>
  - Utility Bill to verify Applicant's Home Address
  - Court Affidavit and Police Report for lost or stolen documents
  - If Using an Authorized Representative, a signed letter/ form and photo ID is required.
4. Applicants will be given an Invoice Number (generated from the system) through which they can then proceed to any Bank to make payment, which is computed using the [attached schedule of fees](#) and includes the Premium and Current Ground Rent will also be charged but will be given at the Offer stage. All charges are payable to TAGIS Bank Account Number 1234567890 or online via <https://www.tarabagis.com/cofo/index.php>
5. All documents as in (3) above must be submitted to the TAGIS along with proof of payment submitted at the Information desk of the TAGIS at TADP Complex, Off Wukari Road, Jalingo, Taraba State, Nigeria.
6. Applicants whose documents have been cleared by the Vetting units of TAGIS will receive an acknowledgement letter instantly. In contrast, Applicants whose documents aren't cleared will be issued an Incomplete Application Notice telling them of the affected document(s) to be rectified.
7. All successful applicants will receive an offer letter (R of O), an invoice for the final bill (ground rent, premium and development lease as detailed in [the attached fee schedule](#)), and an acceptance letter. Contact the TAGIS information desk via 234 803 521 5032 or if you do not receive your Offer Letter after one week (weekends and public holidays exempted). [See approved cost estimates for regular land size applications](#) or [Here](#).



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8. Return your signed Acceptance Letter, Offer Letter ( RofO) with evidence of payment of all fees to TAGIS. Applications cannot be further processed until full payments are paid.
9. Successful Applicants will be notified by phone or email when their Certificates of Occupancy are ready for collection. All collections shall be at the TAGIS Customer Service Centre within the hours of 9 a.m. and 2 p.m., Monday to Friday (excluding public holidays). We are committed to a Thirty (21 working days) processing period after all Charges are paid. Contact the TAGIS Customer Service Centre if you have not received your collection notification after 30 working days.
10. For further information, refer to the Taraba State Lands Administration and Geographic Information Service Establishment Law 2023 or call the TAGIS Customer Service Centre on +234 813 614 9787, +2348156611097 or email at [tarabagis1@gmail.com](mailto:tarabagis1@gmail.com), or visit our website at <https://www.tarabagis.com/index.php>
- 11.

Signed:

Signed: General Manager

Taraba Geographic Information System



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SCHEDULE FOR PREMIUM & GROUND RENT (ADDITIONAL CHARGES FOR C OF O APPLICATION)							
S/N	PLOT SIZE (FEET)	AREA (SQRMTR)	LANDUSE	Sheet1 ZONE A	ZONE B	ZONE C	ZONES D & E
1	50x100	450	Residential	28,000.00	21,000.00	17,000.00	12,000.00
			Commercial	49,500.00	35,000.00	26,000.00	18,000.00
			Industrial	N/A	N/A	N/A	N/A
			Agricultural	N/A	N/A	N/A	N/A
			Institutional	31,000.00	23,000.00	18,000.00	13,000.00
2	100x100 (1 Plot)	930	Residential	49,500.00	35,500.00	26,500.00	17,000.00
			Commercial	94,000.00	63,500.00	45,000.00	28,500.00
			Industrial	N/A	N/A	N/A	N/A
			Agricultural	N/A	N/A	N/A	8,500.00
			Institutional	55,500.00	39,000.00	28,500.00	18,000.00
3	100x200 (2 Plots)	1800	Residential	89,000.00	62,000.00	44,000.00	26,000.00
			Commercial	174,000.00	116,000.00	80,000.00	48,000.00
			Industrial	314,000.00	197,000.00	125,000.00	66,000.00
			Agricultural	N/A	N/A	N/A	9,000.00
			Institutional	100,000.00	68,500.00	48,000.00	28,000.00
4	200x200 (4 Plots)	3600	Residential	170,000.00	116,000.00	80,000.00	44,000.00
			Commercial	341,000.00	224,000.00	152,000.00	89,000.00
			Industrial	620,000.00	386,000.00	242,000.00	125,000.00
			Agricultural	N/A	N/A	N/A	10,000.00
			Institutional	192,000.00	129,000.00	89,000.00	48,000.00
5	200x300 (6 Plots)	5580	Residential	259,000.00	175,000.00	119,500.00	63,500.00
			Commercial	524,000.00	342,500.00	231,000.00	133,500.00
			Industrial	956,500.00	593,500.00	370,500.00	189,000.00
			Agricultural	N/A	N/A	N/A	11,000.00
			Institutional	293,500.00	196,000.00	133,500.00	70,500.00
6	300x300 (9 Plots)	8370	Residential	384,500.00	259,000.00	175,000.00	91,500.00
			Commercial	782,000.00	510,000.00	342,500.00	196,000.00
			Industrial	1,430,500.00	886,500.00	552,000.00	280,000.00
			Agricultural	N/A	N/A	N/A	13,000.00
			Institutional	436,500.00	290,000.00	196,000.00	102,000.00
7	1 Hectare (10 Plots)	9300	Residential	426,000.00	287,000.00	194,000.00	101,000.00
			Commercial	868,000.00	566,000.00	380,000.00	217,000.00
			Industrial	1,589,000.00	984,000.00	612,000.00	310,000.00
			Agricultural	N/A	N/A	N/A	13,500.00
			Institutional	484,500.00	321,500.00	217,000.00	112,500.00