

➤ **REQUIREMENT FOR CONSENT TO VEST AND ASSIGN.**

1. APPLICATION LETTER
2. LETTERS OF ADMINISTRATION OR WILL OR PROBATE
3. VESTING ASSENT
4. DEED OF ASSIGNMENT
5. COPY OF LEASE DOCUMENT
6. COPY OF ANY NATIONAL ID BENEFICIARIES
7. 2 PASSPORT PICTURES OF BENEFICIARIES
8. 2 PASSPORT PICTURES OF THE BUYER
9. COPY OF ANY NATIONAL ID OF BUYER
10. NON REFUNDABLE FEE OF GHC 700

➤ **REQUIREMENTS FOR CONSENT TO GIFT.**

1. APPLICATION LETTER
2. DEED OF GIFT
3. COPY OF LEASE DOCUMENT
4. COPY OF ANY NATIONAL ID OF BOTH PARTIES
5. 2 PASSPORT PPICTURES OF BOTH PARTIES
6. BIRTH CERTIFICATE
7. NON REFUNDABLE PROCESSING FEE OF GHC 700

**REQUIREMENTS FOR CONSENT TO ASSIGN AND RENEWAL OF
LEASE.**

1. APPLICATION LETTER
2. DEED OF ASSIGNMENT
3. COPY OF LEASE DOCUMENTS
4. COPY OF ANY NATIONAL ID OF BOTH PARTIES
5. 2 PASSPORT PICTURES OF BOTH PARTIES
6. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ REQUIREMENT FOR CONSENT TO GIFT AND ASSIGN.

1. APPLICATION LETTER
2. DEED OF GIFT
3. DEED OF ASSIGNMENT
4. COPY OF LEASE DOCUMENT
5. COPY OF ANY NATIONAL ID OF BOTH PARTIES
6. 2 PASSPORT PICTURES OF BOTH PARTIES
7. BIRTH CERTIFICATE
8. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO SUB-LEASE**

1. APPLICATION LETTER
2. COPY OF LEASE DOCUMENTS
3. SUB LEASE AGREEMENT
4. COPY OF ANY SIGNED NATIONAL ID OF BOTH PARTIES
5. 2 PASSPORT PICTURES OF PARTIES
6. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO VEST & SUB-LEASE**

1. APPLICATION LETTER
2. LETTERS OF ADMINISTRATION OR WILL OR PROBATE
3. COPY OF LEASE DOCUMENTS
4. VESTING ASSENT
5. SUB-LEASE DOCUMENT
6. COPY OF ANY SIGNED NATIONAL ID OF BENEFICIARIES AND THE ASSIGNEE
7. 2 PASSPORT PICTURES OF BENEFICIARIES AND THE ASSIGNEE
8. NON REFUNDABLE PROCESSING OF GHC 700

➤ **REQUIREMENT FOR DEMARCATION.**

1. APPLICATION LETTER
2. FEE OF GHC 1,000

➤ **REQUIREMENTS FOR CONSENT TO VEST AND PREPARATION OF FREE HOLD EXTRACTS.**

1. APPLICATION LETTER
2. LETTERS OF ADMINISTRATION OR WILL OR PROBATE
3. VESTING ASSENT
4. COPY OF LEASE DOCUMENT
5. COPY OF ANY NATIONAL ID OF BENEFICIARIES
6. 2 PASSPORT OF BENEFICIARIES
7. PROCESSING FEE OF GHC 700

➤ **REQUIREMENTS FOR CONSENT TO ASSIGN (INSTITUTION).**

1. APPLICATION LETTER
2. DEED OF ASSIGNMENT
3. COPY OF LEASE DOCUMENTS
4. COPY OF ANY NATIONAL ID OF BOTH PARTIES
5. 2 PASSPORT PICTURES OF BOTH PARTIES
6. CERTIFICATES OF REGISTRATION/INCORPORATION
7. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENTS FOR CONSENT TO ASSIGN.**

1. APPLICATION LETTER
2. DEED PF ASSIGNMENT
3. COPY OF LEASE DOCUMENTS
4. COPY OF ANY NATIONAL VALID ID OF BOTH PARTIES
5. 2 PASSPORT SIZED PICTURES OF BOTH PARTIES
6. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENTS FOR AMMENDMENTS OF RECORDS.**

1. APPLICATION LETTER
2. FEE OF GHC 1,000

➤ **REQUIREMENTS FOR CONSENT TO VEST AND APPROVAL
OF DRAWING.**

1. APPLICATION LETTER
2. LETTERS OF ADMINISTRATION OR THE WILL OR PROBATE
3. VESTING ASSENT
4. 5 SET OF BUILDING PLANS
5. COPY OF LLEASE DOCUMENT
6. 6. COPY OF ANY NATIONAL ID OF BENEFICIARIES
7. 2 PASSPORT PICTURES OF BENEFICIARIES
8. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR VEST AND LEASE DOCUMENT.**

1. APPLICATION LETTER
2. LETTER OF ADMINISTRATION OR WILL OR PROBATE
3. VESTING ASSENT
4. COPY OF LEASE DOCUMENTS
5. COPY OF ANY NATIONAL ID OF BOTH PARTIES
6. 2 PASSPORT PICTURES OF BOTH PARTIES
7. NON REFUNDABLE PROCESSING OF PROCESSING OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO ASSIGN & RENEWAL OF LEASE.**

1. APPLICATION LETTER
2. DEED OF ASSIGNMENT
3. COPY OF LEASE DOCUMENT
4. COPY OF ANY NATIONAL ID OF BOTH PARTIES
5. 2 PASSPORT PICTURES OF BOTH PARTIES
6. NON REFUNDABLE FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO VEST AND ASSIGN.**

1. APPLICATION LETTER
2. LETTERS OF ADMINISTRATION OR WILL OR PROBATE
3. VESTING ASSENT
4. DEED OF ASSIGNMENT
5. COPY OF LEASE DOCUMENT
6. COPY OF ANY NATIONAL ID BENEFICIARIES
7. 2 PASSPORT PICTURES OF BENEFICIARIES
8. 2 PASSPORT PICTURES OF THE BUYER
9. COPY OF ANY NATIONAL ID OF BUYER
10. NON REFUNDABLE FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO VEST & RENEWAL OF LEASE.**

1. APPLICATION LETTER
2. LETTER OF ADMINISTRATION OR WILL & PROBATE
3. VESTING ASSENT
4. COPY OF LEASE DOCUMENT
5. COPY OF ANY NATIONAL ID OF BENEFICIARIES
6. 2 PASSPORT OF BENEFICIARIES
7. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO ASSIGN AND DEVELOP**

1. APPLICATION LETTER
2. DEED OF ASSIGNMENT
3. COPY OF LEASE DOCUMENT
4. 5 SET OF BUILDING PLANS
5. COPY OF ANY NATIONAL ID OF BENEFICIARIES
6. 2 PASSPORT OF BENEFICIARIES
7. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO VEST**

1. APPLICATION LETTER
2. LETTER OF ADMINISTRATION OR WILL & PROBATE
3. VESTING ASSENT
4. COPY OF LEASE DOCUMENT
5. COPY OF ANY NATIONAL ID OF BENEFICIARIES
6. 2 PASSPORT OF BENEFICIARIES
7. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO VEST AND DEVELOP**

1. APPLICATION LETTER
2. LETTER OF ADMINISTRATION OR WILL & PROBATE
3. VESTING ASSENT
4. 5 SET OF BUILDING PLANS
5. COPY OF LEASE DOCUMENT
6. COPY OF ANY NATIONAL ID OF BENEFICIARIES
7. 2 PASSPORT OF BENEFICIARIES
8. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CERTIFIED TRUE COPIES OF DOCUMENTS**

1. APPLICATION LETTER
2. PROCESSING FEE OF GHC 1,000

➤ **REQUIREMENT FOR CONSENT TO GIFT AND APPROVAL OF DRAWING**

1. APPLICATION LETTER
2. DEED OF GIFT
3. COPY OF LEASE DOCUMENT
4. 5 SET OF BUILDING PLAN
5. COPY OF ANY NATIONAL ID OF BOTH PARTIES
6. 2 PASSPORT PICTURES OF BOTH PARTIES
7. BIRTH CERTIFICATE
8. NON REFUNDABLE PROCESSING OF GHC 700