



3rd Floor, Youyi Building, Brookfields, Freetown

INTEGRITY CHECKLIST
Processing Freehold Application for State Land

Application Details:

File Number:	Agent (Relationship):
Application Code	Name:
Name of Applicant:	Address:
Date of submission:	Phone Number:
Date of Approval:	

APPROVAL

Minister

Signature:	Date:	Comments:
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Permanent Secretary

Signature:	Date:	Comments:
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Supporting Documents to be attached

- | | |
|---|---|
| D1 <input type="checkbox"/> Completed & signed Application Form | D09 <input type="checkbox"/> Photographs of completed development (ground floor tie |
| D2 <input type="checkbox"/> Letter of Offer | D10 <input type="checkbox"/> Business/Company Registration Certificate, where |
| D3 <input type="checkbox"/> Signed Survey Plan | D11 <input type="checkbox"/> Lease Payment Receipts (up-to-date) |
| D4 <input type="checkbox"/> Planning Permit | |
| D5 <input type="checkbox"/> Building Permit | |
| D6 <input type="checkbox"/> Identification Card(s) (National ID, Driver's License or Voter ID) | |
| D7 <input type="checkbox"/> Proof of Citizenship (National Passport, Birth Certificate), where applicable | |
| D8 <input type="checkbox"/> Recent Passport Sized Photographs (2) | |

This list is not exhaustive – Verify if any other check is necessary and add to list

		Directorate/Unit responsible			Responsible Officer			Comments (action taken & further action required)
		Residential			Date & Time received	Date & Time of Completion	Name & Signature	
		YES	NO	N/A				
1	Submission of Application Form							
1.1	Completed and signed application form for processing of freehold of State Land submitted with all relevant supporting documents.							
2	Processing of Freehold Application							
2.1	Interview of applicants conducted							

2.2	Joint site inspection and valuation conducted, and report submitted with recommendations.				
2.3	Offer Letter issued to applicant				
2.4	Offer of State Land Lease accepted by applicant				
3	Computation checks				
3.1	Plan drawn and signed by Government Surveyor.				
3.2	Complete computation form with all beacon numbers correctly entered on both plan and computation form: - <input type="checkbox"/> <i>The computations are correct indicating the correct acreage.</i> - <input type="checkbox"/> <i>All adjacent properties are correctly represented on plan.</i> - <input type="checkbox"/> <i>Cartography is standard with no correction pens.</i> - <input type="checkbox"/> <i>All access roads are correctly indicated.</i>				
4	Charting				
4.1	All supporting documents verified to be authentic and valid.				
4.2	- <input type="checkbox"/> <i>All boundary coordinates in both text file format and printed copy.</i> - <input type="checkbox"/> <i>No overlaps on adjacent properties, wetlands or access roads, waterways .</i> - <input type="checkbox"/> <i>No blockages of visible access roads.</i>				
5	Payment				
	Payment advised issued and payment made at bank with copy of receipt(s).				
6	Survey Plan Endorsement				
6.1	Survey Plan endorsed by Director of Surveys and Lands				
6.2	Conveyance prepared for signature by Minister				
7	Other Checks (if any)				
7.1					
7.2					
7.3					

Notes:

- 1 Indicate the type of Identification Card submitted and verify for validity under Comments column;
- 2 Use check mark to indicate yes/no/not applicable;
- 3 Use date format: DD/MM/YYYY;

- 4 *At least two forms of valid identification required;*
- 5 *All supporting documents should be attached to application*