

# TDC DEVELOPMENT COMPANY LIMITED

## CHECKLIST OF REQUIREMENTS FOR PROCESSING CONSENTS FOR TRANSFERS, MORTGAGES, VESTING ASSENTS

### REQUIREMENTS FOR INTERNAL TRANSFER (PROPERTY NOT REGISTERED)

- **APPLICATION TO TRANSFER (LETTER), SIGNED WITH A TELEPHONE NUMBER AND SUBMIT THE FILLED FORMS**
- **ALL OUTSTANDING GROUND RENT DUE AND OWING MUST BE PAID**
  - ✓ Two passport size photographs of each of party
  - ✓ Copies of valid identification Cards of parties (including signature portions)
  - ✓ Statutory Declarations of parties
  - ✓ Board Resolution if lessee or transferee is a Limited Liability company
  - ✓ Certificate of Registration of business name if lessee is a (Sole Proprietor)
  - ✓ **Where a Power of Attorney is used;**
    - it must be notarized by owner of the land/donor if resident is abroad and
    - Stamped at Lands Commission Secretariat
- **Where the Lessee/Tenant is dead;**
  - the application must be made by the Administrator/s or Executor/s
  - Certified true copy of Letters of Administration or Probate & Will
  - Vesting Assent in relation to any beneficiary involved.
  - Written consent from beneficiary/s where the administrator or executor/s are transferring to person/s otherwise not named in the Will (Third Party).
- Declaration/Deed of Trust where the property is to be held in Trust by the Purchaser.
- Certified true Copy of Court Judgment or Certificate of Purchase where applicable.

Visit our Website: [www.tdc.gov.gh](http://www.tdc.gov.gh)

# TDC DEVELOPMENT COMPANY LIMITED

APPLICATION FOR TRANSFER OF AN INTEREST IN PROPERTY NOT REGISTERED  
(TO BE COMPLETED BY BOTH TRANSFEROR AND TRANSFEREE)

2 No. Passport  
size  
Photographs

Transferor

2 No. Passport  
size  
Photographs

Lawful Rep. of  
Transferor

2 No. Passport  
size  
Photographs

Transferee

2 No. Passport  
size  
Photographs

Lawful Rep. of  
Transferee

**1. NATURE OF TRANSACTION** (delete inapplicable words)

- (a) SALE (b) GIFT  
(c) SUB-LEASE (d) ASSIGNMENT  
(e) VESTING (F) OTHER (SPECIFY) e.g. COURT JUDGEMENT

**2. NAME AND ADDRESS OF TRANSFEROR/LESSEE**

LAST NAME: ..... FIRST NAME: .....(MR/MS/MRS)

ADDRESS: .....  
.....  
.....

PLACE OF ABODE: .....

PLACE OF WORK & ADDRESS: .....  
.....  
.....

Tel No.: ..... Email.....

**3. NAME AND ADDRESS OF LAWFUL REP. OF TRANSFEROR (IF ANY)**

LAST NAME: ..... FIRST NAME: .....(MR/MS/MRS)

ADDRESS: .....  
.....  
.....

PLACE OF ABODE: .....

PLACE OF WORK & ADDRESS: .....  
.....  
.....

TEL.NO.: .....Email.....

**4. NAME AND ADDRESS OF TRANSFEREE /PURCHASER**

LAST NAME: ..... FIRST NAME: .....(MR/MS/MRS)

ADDRESS: .....  
.....  
.....

PLACE OF ABODE: .....

PLACE OF WORK & ADDRESS: .....  
.....

TEL.NO.:.....Email.....

**5. NAME AND ADDRESS OF LAWFUL REP. OF TRANSFEREE/PURCHASER (IF ANY)**

LAST NAME:..... FIRST NAME:.....(MR/MS/MRS)

ADDRESS:.....

.....  
.....

PLACE OF ABODE: .....

PLACE OF WORK & ADDRESS: .....

.....  
TEL.NO.:.....Email.....

**6. NAMES, ADDRESSES AND SIGNATURES OF PERSONS WHOSE CONSENT ARE REQUIRED AND WHO HAVE GIVEN CONSENT (IF ANY)**

(a) ..... Signature..... Date..... Tel.....

(b) ..... Signature..... Date..... Tel.....

(c) ..... Signature..... Date..... Tel.....

(d) ..... Signature..... Date..... Tel.....

**7. CONSIDERATION GIVEN FOR TRANSFER**

(a) MONEY (State Amount) .....

(b) DRINKS OR GOODS (Specify) .....

(c) OTHERS (Specify).....

**8. HOUSE OR PARCEL OF LAND TO WHICH TRANSFER RELATES (PROPERTY NUMBER.)**

(The subject property should be clearly described so that it can be readily identified).

.....  
.....

**9. DURATION IN INTEREST GIVEN TO TRANSFEREE/PURCHASER**

(a) Permanent:.....

(b) Limited time (Specify Period).....

**10. ANY OTHER IMPORTANT MATTERS RELATING TO THE TRANSACTION**

.....  
.....

**11. DATE FROM WHICH THE TRANSFER IS TO HAVE EFFECT:.....**

I (Transferor) certify that the details on this form are correct and also undertake that if any of the details given are found to be false, the Company reserves the right to halt the transfer.

**NAME OF TRANSFEROR** .....

SIGNATURE / MARK OF TRANSFEROR .....DATE.....TEL.....

12. **NAME OF TRANSFEROR'S LAWFUL REP. (IF ANY):**.....

SIGNATURE/MARK OF TRANSFEROR'S LAWFUL REP:..... DATE..... TEL.....

13. **NAME OF TRANSFEREE:**.....

SIGNATURE/MARK OF TRANSFEREE:..... DATE..... TEL.....

14. **NAME OF TRANSFEREE'S LAWFUL REP (IF ANY):**.....

SIGNATURE/MARK OF TRANSFEREE'S LAWFUL REP:..... DATE..... TEL.....

15. **NAME AND ADDRESS OF WITNESS OF TRANSFEROR:**.....

.....  
SIGNATURE..... DATE.....

TEL. No.:.....

16. **NAME AND ADDRESS OF WITNESS OF TRANSFEREE :**.....

.....  
SIGNATURE..... DATE.....

TEL. No.:.....

---

**FOR OFFICE USE ONLY**

After I had read and explained the contents of the above record to the transferor and transferee in (TWI, EWE, GA OTHER.....) and they informed me that they had understood it clearly and that it incorporated the essential features of the transaction.

.....  
Legal Officer TDC DEV. CO. LTD., Tema

Sign .....

DATE:.....

**ANY ADDITIONAL PHOTOGRAPHS TO BE AFFIXED AND IDENTIFIED**

2 No. Passport  
Size Photographs

2 No. Passport  
Size Photographs

2 No. Passport  
Size Photographs

2 No. Passport  
Size Photographs

**CHECKLIST OF REQUIREMENTS FOR PROCESSING CONSENTS FOR  
TRANSFERS, MORTGAGES, VESTING ASSENTS**

**REQUIREMENTS FOR CONSENT TO MORTGAGE  
(REGISTERED LEASES/ASSIGNMENTS)**

ALL OUTSTANDING GROUND RENT DUE AND OWING MUST BE PAID

- Application by lessee with an executed copy of the Deed of Mortgage.
- Written consent of Lessee where application is by a bank with an executed copy of the Deed of Mortgage.
- Deed of Discharge where an earlier consent to mortgage has been granted.
- Board Resolution if lessee is a limited liability company
- Registration of business name if lessee is using a Business name (Sole Proprietor)
- **Where a Power of Attorney is used,**

it must be notarized if donor is resident abroad and

Stamped at Lands Commission Secretariat

**CHECKLIST OF REQUIREMENTS FOR PROCESSING CONSENTS FOR  
TRANSFERS, MORTGAGES, VESTING ASSENTS**

**REQUIREMENTS FOR CONSENT TO ASSIGN/SUBLEASE**

**ALL OUTSTANDING GROUND RENT DUE AND OWING MUST BE PAID.**

- Application by lessee with a copy of the Deed of Assignment or Sublease.
- Board Resolution if lessee/Assignee is a limited liability company
- Registration of business name if lessee /Assignor is using a business name
  
- **Where a Power of Attorney is used,**  

it must be notarized if donor is resident abroad and  
Stamped at Lands Commission Secretariat
  
- **Where the Lessee/Tenant is dead,**  

Application must be made by the Administrator/s of Executor/s  
  
Certified true copy of Letters of Administration or Probate & Will  
Written consent of beneficiary/s where the executor/s are  
assigning to person/s otherwise named in the will.
  
- Deed of Discharge where an earlier consent to mortgage has been granted.
  
- Written consent or statutory declaration by an Assignee renouncing any interest in the property where there is an existing application which has not been completed.

**CHECKLIST OF REQUIREMENTS FOR PROCESSING CONSENTS FOR  
TRANSFERS, MORTGAGES, VESTING ASSENTS**

**REQUIREMENTS FOR RECOGNITION OF VESTING**

**ALL OUTSTANDING GROUND RENT DUE AND OWING MUST BE PAID**

- Application by Administrator/s or Executor/s
- Certified true copies of letters of Administration
- Certified true copies of Probate and will.  
Executed Copy of Vesting Assent
  
- **Where a Power of Attorney is used,**  
  
it must be notarized if donor is resident abroad and  
  
Stamped at Lands Commission Secretariat
  
- Deed of Discharge where an earlier consent to mortgage has been granted.