

## **CHECKLIST FOR CERTIFICATE OF COMPLETION/RELEASE OF TITLES**

1. Request letter, with proposed street names (if applicable) and number of lots being requested (if applying for only release of titles). Letter should have the name of the subdivision, the reference number and when it was approved.
2. Two (2) copies of pre-checked diagram which has been approved by the Survey Department, National Land Agency
3. Two (2) copies of Certificate of Property Tax Payment
4. Two (2) copies of Voluntary Statutory Declaration from a Commissioned Land Surveyor.
5. Where requested in the conditions of approval, Inspection and sterilization reports from NWC, NWA, Jamaica Fire Brigade and any other MDAs.
6. Fees (based on category and number of lots requested)