

**LANDS AND HOUSING DEVELOPMENT DEPARTMENT**  
**CONTENT OF SERVICES RENDERED AND FEES CHARGEABLE**

S/N	SERVICES	FEES CHARGEABLE	TIMELINE FOR THE SERVICES	REQUIREMENTS FOR THE SERVICES
1.	Request for Allocation of Land within the Site and Services Layout Scheme	<u>Application Fee</u> ₦6,000.00	90 Days	<ul style="list-style-type: none"> <li>- Availability of land for allocation</li> <li>- Call for expression of interest for land allocation from the public.</li> <li>- Submission of duly completed application form accompanied with copy of purchase of form receipt, 3-years tax clearance certificate, passport photographs etc.</li> <li>- Applicant must be a major and a Nigerian.</li> <li>- Payment of application fee.</li> </ul>
2.	Request for Certificate of Occupancy (C of O)	<u>C of O Processing Fee</u> Between ₦18,000.00 – ₦250,000.00  <u>Up – to -date Ground Rent</u> Payment of ground rent up to date  <u>Stamp duty</u> ₦1,100.00  <u>Registration Fees</u> Graduated scale of fees based on market value of land.	90 Days	<ul style="list-style-type: none"> <li>- Presentation of evidence of Allocation or letter of offer of lease of land.</li> <li>- Presentation of Acceptance of offer/allocation and evidence of payment of initial fees.</li> <li>- Payment of prescribed land charges (i.e. premium, ground rent, penal fee, development fees, and survey fees).</li> <li>- Payment of Updated ground rent, C of O processing fees, stamp duty and registration fee.</li> </ul>
3.	Request for Consent to Assign or Mortgage property.	<u>Consent Fees</u> (a) <u>Assignment</u> 5% of market value	60 Days	<ul style="list-style-type: none"> <li>- Application endorsed by the owner/allottee or authorised agent/attorney accompanied with</li> </ul>

		<p>(b) <u>Mortgages.</u></p> <ul style="list-style-type: none"> <li>Residential - ₦10,000.00</li> <li>Commercial – ₦20,000.00</li> </ul> <p><b><u>Registration Fees for Assignment/Mortgages</u></b>  Graduated scale of fees based on market value of property.</p>		<p>5No. duly executed Deed of Assignment or Mortgage.</p> <ul style="list-style-type: none"> <li>- Payment of all outstanding land charges</li> </ul>
4.	Request for Deed of Rectification/Correction	<p><b><u>Stamp duty</u></b>  ₦5,000.00</p> <p><b><u>Registration fee</u></b>  ₦5,000.00</p>	30 Days	<ul style="list-style-type: none"> <li>-Application accompanied with the copy of the document with errors and 5No. copies of the Deeds of Rectification with identified defects corrected.</li> <li>-Verification of reason(s) for Rectification.</li> <li>-Payment of Stamp duty and Registration fee.</li> </ul>
5.	Request for Grant of Lease of Federal Government Land.	<p><b><u>Premium &amp; Ground Rent</u></b>  Fees payable depend on the rates approved for various purposes in different locations.</p> <p><b><u>C of O Processing fee:</u></b>  Between ₦13,000.00 - ₦245,000.00</p> <p><b><u>Stamp Duty</u></b>  ₦1,100.00</p> <p><b><u>Registration Fees</u></b>  Graduated scale of fee</p>	120 Days	<ul style="list-style-type: none"> <li>- Request letter accompanied with sketch plan of the land, evidence of proof of ownership, purchase of land and development on the land.</li> <li>- Confirmation that the land falls within Federal Government acquisition.</li> <li>- Completion and submission of appropriate form with attachment of necessary documents.</li> <li>- Inspection of the land and preparation of report.</li> <li>- Approval of request for Grant of</li> </ul>

		based on market value of property.		Lease of Federal Government Land and <ul style="list-style-type: none"> <li>- Submission of Title Deed Plan (TDP).</li> <li>- Acceptance of grant and payment of prescribed land charges (i.e. premium, ground rent).</li> <li>- Preparation, execution, registration and issuance of title documents.</li> </ul>
6	Request for Grant of Regularisation of Tenure.	Premium, Penal fees and Annual Ground Rent Payable: depends on the rates approved for various purpose and locations. <b><u>C of O Processing fee:</u></b> Between ₦18,000.00 - ₦245,000.00  <b><u>Stamp Duty</u></b> ₦1,100.00  <b><u>Registration Fees</u></b> Graduated scale of fee based on market value of property.	180 Days	<ul style="list-style-type: none"> <li>- Request letter accompanied with sketch plan of the land, evidence of proof of ownership, purchase of and development on the land.</li> <li>- Confirmation that the land falls within Federal Government acquisition.</li> <li>- Completion and submission of appropriate form with attachment of necessary documents.</li> <li>- Inspection of land and preparation of report.</li> <li>- Approval of request for Regularization of Tenure.</li> <li>- Submission of Title Deed Plan (TDP).</li> <li>- Acceptance of grant and payment of prescribed land charges (i.e. premium, penal fee and ground rent).</li> <li>- Preparation, execution, registration and issuance of C of O.</li> </ul>
7.	Request for Surrender and Renewal of Lease	Usual Title Processing fees as applicable to various locations namely premium, title processing fees, certificate of occupancy fee, stamp	90 Days	<ul style="list-style-type: none"> <li>-Request Letter stating duration of unexpired lease and desired duration for renewed term.</li> <li>-The old lease must not have expired.</li> <li>-The applicant must be willing to relinquish the unexpired interest for a</li> </ul>

		duty and registration fee.		longer term. -The lessee must have obeyed or complied strictly with the covenants stated in the expiring lease.
8.	Request for Supplementary Grant	This attracts premium ground rent, development charge and penal fee (if the land has already been encroached upon) in line with approved rates applicable for various purposes and locations.	90 Days	<ul style="list-style-type: none"> <li>- Request letter accompanied with sketch survey of proposed extension.</li> <li>- Proposed land must be unencumbered, surveyed and continuous to the property covered by original grant.</li> <li>- If land is developed prior to the grant of approval, penal fee will be charged in addition to other prescribed fees.</li> <li>- Inspection and preparation of report.</li> <li>- Approval of grant.</li> <li>- Acceptance of grant and payment of charges.</li> </ul>
9.	<u>FEDERAL LAND REGISTRY SERVICES:</u>			
i.	Conduct of Property Search	<del>₦</del> 5,000.00	24 Hours	-Application made in the prescribed manner accompanied with sworn affidavit indicating purpose for which the search report is required; photocopy of the document and evidence of payment of search fee.
ii.	Request for Certified True Copy of registered instrument.	<del>₦</del> 5,000.00	24 Hours	-Application made in the prescribed manner accompanied with police extract, sworn affidavit stating reason for the CTC, photocopy of the instrument and evidence of payment of prescribed fees.

iii.	Registration of C of O., Deed of Assignment, Mortgages	<u>C of O</u> Graduated scale of fee based on market value of land <u>Deed of Assignment</u> Graduated scale of fee based on market value of property <u>Mortgages.</u> <ul style="list-style-type: none"> <li>• Residential - ₱10,000.00</li> <li>• Commercial – ₱20,000.00</li> </ul>	5 Days	-Duly executed and stamped Deed/Document accompanied with the prescribed registration fees.
iv.	Placement of Caution Notice	₱8,000.00	24 Hours	- Application, Affidavit, Evidence of payment submitted at the Federal Lands Registry.
v.	Registration of Memorandum of Loss of Title Document	₱8,000.00	24 Hours	-Application, police report, affidavit, copy of registered instrument (all stamped and made out in triplicate).
vi.	Registration of Deed of Release	₱8,000.00	24 Hours	Application accompanied with 3 copies of stamped Deed of Release from the lender bank and payment of prescribed fee.
vii.	Registration of Up-stamping of Mortgage.	₱8,000.00	24 Hours	- 4 Deed of Mortgage for the additional borrowing. - Evidence of payment of fee.
viii.	Registration of Court Judgement	₱8,000.00	24 Hours	-Certified True Copy of the court judgement forfeiting the property used to borrow to the lender bank. -Evidence of payment of fee.