

REQUIREMENT TRANSACTION PROCESSES

Client Obligations

S/N	ITEM	REQUIREMENTS	CATEGORY	AMOUNT
1	Systematic Land Titling and Registration Department			
1	On Demand for (SLTR) C of O	-Filling of application form	Residential	500.00
			Commercial	500.00
		-On demand for C of O	Residential	10,000
			Commercial	20,000
			Warehouse	100,000
		-photocopy of ownership documents		
		-Any means of identifications ID card, National Registration card, Voters card, passport copy etc		
2	Systematic land titling registration C of O	-photocopy of ownership documents -Any means of identifications ID card, National Registration card, Voters card, passport copy etc	Residential Commercial	5,000 10,000
2	Physical Planning Department			
1	Processing Fees	-On receipt of file from Cadastral Department seeking for planning view and recommendation	Residential Commercial Industrial Agricultural Recreational	3,000 5,000 5,000 5,000 5,000
2	Betterment Fees	-After joint site inspection with applicant. The recommendable area will be charge accordingly.	Residential Commercial Industrial Agricultural Recreational	Depending on the plot size (m ²)
3	Registration of existing structure/development	-During the joint site inspection when there is existing structure or development on site	Residential Commercial Industrial Agricultural Recreational	Depending on the dimensions of the structure

4	Building Plan Approval	-On receipt of application from the applicant seeking for building plan approval	Residential Commercial Industrial Agricultural Recreational	Depending on the dimensions of the structure
5	Layout Design	-On receipt of request for the design of layouts from Individual, Cooperate, Community or Local Government Authorities.	Residential Commercial Industrial Agricultural Recreational	Depending on the number of created plots.
3	Special Assignment Department			
1	Direct/Resettlement Allocation	a. Hotel		
		-Application fees		50,000
		-Application form fees		10,000
		-site plan fees		10,000
		b. Filling Station		
		-Application fees		100,000
		-Application form fees		50,000
		-site plan fees		10,000
		c. Private Schools, Hospitals, Event centers, Shopping Malls and others		
		-Application fees		20,000
		-Application form fees		10,000
		-site plan fees		10,000
2	Customary Title (Conversion)	-Deeds of purchase for conversion without statutory title		5%
		-Market value for Hotels, Resorts, Entertainment centers, Sport centers, Banks, Supermarkets, Bakeries, Eateries etc		2.5%
		-Market value for essential services such as Hospitals, Schools etc		0.5%
		-Market value for other Business.		1.5%
		-Survey processing fees		20,000

4	Land Department			
	process of conversion of customary title to statutory right of occup.			
1	Preparation of site plan		Residential	5,000
			Commercial	10,000
			Agriculture	5,000
			Industrial	10,000
		-Letter to the local Government Confirmation		
		-Payment of deed of purchase		5%
		-Cadastral report		
		-Compensation report (Favourable report)		
		-Forwarding Application to KNUPDA/Physical Planning		
		-Conveying conditions for recommendation		
		-Written acceptance letter for the above stated conditions		
		-Raising recommendation to His Excellency for approval		
		-Issuance of letter of grant		
		-Payment of cadastral/survey deposit	Residential	10,000
			Commercial	20,000
			Industrial	30,000
			Others	10,000
2	Process of Occupancy Permit (OP) to the letter of Grant			
		-Filling the application forms		
		-Payment of application form fees/Application processing fees	Low density Medium Density High Density Commercial Industrial	12,000 7,000 5,000 30,000 40,000
		-Inserting of land 12 form		
		-Cadastral report/charting		
		-Raising recommendation to His Excellency for approval		
		-Issuance of letter of Grant		

		-Payment of cadastral/ survey deposit	Residential Commercial Industrial Others	10,000 20,000 30,000 10,000
3	Process of Re-grant (Registration of expired Title)	-Written Application for re-grant of statutory right of occupancy		
		-Application forms fees/Application processing fees	Residential Commercial Industrial Filling station	110,000 150,000 180,000 180,000
		-Valuation fees/Valuation report	Residential Commercial Industrial	5% 8% 10%
		-Raising recommendation/ memo for His Excellency approval		
		-Issuance of Letter of grant		
		-Payment of cadastral/survey deposit	Residential Commercial Industrial	10,000 20,000 30,000
		-Forwarding the file to cadastral/Survey Dept,.for compilation of survey plan		
		-Preparation of P &D (printing and description)		
		-Bill balance		
4	Process of Re-certification of old certificate KN	-Written application for re-certification of old KN certificate		
		-Application form fees/processing fees	Residential Commercial	70,000 70,000
		-Cadastral Report		
		-Preparation of P&D		
		-Bill balance/Ground rent from 1981 to date		
5	Process of Mutilation of O.P., Letter of Grant and certificate of occupancy			
		-Written application		
		-Supportive Documents		
		a. Court Affidavit b. Police Report		

		c. Newspaper publication d. Fire service report in case of fire incident		
		-Re-issuance fees	Residential Commercial Industrial	10,000 20,000 30,000
6	Process of loss of documents - occupancy permit, letter of grant & certificate of occupancy			
		-Written application for loss of documents through law firm		
		-Supportive documents a. Police report b. Court Affidavit c. Newspaper publication		
		- Re-issuance fees	Residential Commercial Industrial	10,000 20,000 30,000
		- Introduction letter to GIS department to continue process the application for loss of documents to certificate of occupancy		
7	Process of extension of statutory right of occupa.			
		- Written application		
		-Application form fees		10,000
		-Site plan/site plan fees	Residential Others	5,000 10,000
		-Cadastral report/Joint site inspection		
		- After favourable report		
		- Forwarding the application to KNUPDA for planning advice		
		- Conveying conditions for recommendation		
		- Payment of extension fees based on the area recommendation to His Excellency for Approval		

		- Issuance of Letter of grant after surrendering the original title documents for cancellation		
		- Payment of Cadastral/survey deposit	Residential Commercial Industrial	10,000 20,000 30,000
		- Forwarding the file to cadastral and survey departments for the final survey plan.		
8	Process of opening a temporary file	- Written application through law firm		
		- Application from fees		2,500
		- Guarantor means of identifications		
		- Forwarding the file to Deeds department for search report		
		- Cadastral Report if favourable		
		- Recommendation will be raise for His Excellency Approval		
		- conveying the Approval to applicant		
	Deeds Department			
1	Assignment	- Application by the current title holder (Mail)		
		- Payment of outstanding ground rent		
		- Payment of application fee for valuation		12,000
		- Registration fee of capital value		5%
		- submission of stamped deeds book after payment of 3% stamp duty at KIRS		3%
2	Mortgage	- Written application by the applicant		
		- Settlement of all outstanding ground rent		
		- Payment of processing fees		
		- Registration fee of 2% of the consideration approved		2%

		- Submission of stamped Deeds Books for registration		
3	Change of purpose	- Written application by the applicant		
		- Payment of all outstanding ground rent	Urban Areas - Residential to Commercial - Commercial to Industrial Agricultural to Residential - Commercial to commercial filling station	80,000 80,000 80,000 80,000
			Non Urban centers - Residential to Commercial - Commercial to Industrial Agricultural to Residential - Commercial to commercial filling station	20,000 20,000 20,000 20,000
4	Search Report	- Written application by the application		
		- payment of processing		5,000
5	Sub- Division	- Written application by the application		
		- Payment of all outstanding ground rent		
		- Sub-division of 1-4 numbers of plots processing fee is 0.25% of the capital value of the property under reference. If it is developed.		0.25%
		- processing fee for the undeveloped land		20,000
6	Private layout	More than 5 plots is called private layout and regularization fee in charge as follows:-	Urban Areas:- -Residential plots -Commercial plots	75,000 150,000

			Non Urban Areas:- -Residential plots -Commercial plots	50,000 100,000
7	Merger	- Putting written application by the current title holder		
		- Payment of all outstanding ground rent		
		- processing fees COM	Commercial	40,000
		- processing fees RES	Residential	20,000
8	Extension	- Written application by the applicant		
		- Payment of all outstanding ground rent		
		- processing fees COM	Commercial	40,000
		- processing fees RES	Residential	20,000
9	Caveat	- Written application by the applicant		
		- Payment of processing fee		30,000
10	CTC	- Written application by the application with supporting documents: a. Court affidavit b. Police report c. Newspaper publication d. Board resolution in case of company.		
		- Payment of all outstanding ground rent		
		- Payment of processing fees	Commercial Industrial Residential GRA Medium Density Higher Density Non Title Doc.	100,000 100,000 50,000 40,000 30,000 7,500
11	Demolition Order			
		- Submission of court order from probate Registry		
		- Payment of processing fee		32,000
12	Surrender and Release			
		- Submission of stamp Deed		

		of release from the relevant Bank		
		- Payment of registration fee		10,000
13	Deed of Purchase for conversion	- 5% Sale agreement present by the applicant of conversion from customary to statutory		5%
14	Sub-lease	- 1-5 years lease agreement is charge 5% of lease condition		5%
		- 5-10 years lease agreement is charge 3% of lease condition		3%
15	Charge	- Above 10 years 2.5% of lease consideration is charge		2.5%
16	Capital valuation for court and Local Government		1-5 years 5-10 years 10 years	20,000 20,000 20,000
	Survey Department			
1	Final surveyed Plan	- Recommended site plan		
		- Approved plan for the layout		
	GIS Department			
1	Re-certification	- Payment of Application fees		10,000
		- submission of original ownership document		
		- Photocopy of mean of identification:- a. National ID card b. Driver Licence c. Voters card d. International passport		
		-Registration of deed of assignment (where applicable)		
		-Letter of consent from Mortgage institution (where there is mortgage on the property)		
		- Settlement of outstanding land use charge		
2	Certification	-Payment of Application fees		10,000
		- submission of original ownership document.		

		- Photocopy of mean of identification:- National ID card Driver Licence Voters card International passport		
		- Registration of deed of assignment (where applicable)		
		-Letter of consent from Mortgage institution (where there is mortgage on the property)		
	One Stop Shop ICT Department			
1	Process of occupancy permit to letter of grant	- Filling application form by the applicant		
		- Filling of change of the ownership form (subject to the request from applicant)		
		- Submission of 4 copies of recent photograph		
		- submission of original ownership documents (OP) by the applicant		
		- submission of photocopy of sales agreement		
		- submission of the means of identification		
		- The applicant is to make one pay off	Residential Commercial	40,000 75,000
2	Formalization of sub-divided GRA's	- Filling application form by the applicant		
		- Submission of 4 copies of recent photograph		
		- The applicant is to make one pay off		
		- submission of the means of identification		
		- The applicant is to make one pay off	Rate of Duplex Rate of Bungalow	30,000 25,000