



PROPERTY REGISTRATION GUIDELINE

In accordance with the land Charge Law, Land use act, Government Administrative Policies, and Kwara State Consolidated Revenue Codes and Rates Regulation 2021, Section 16.

- 1. Obtain the Application form for Right of Occupancy and Certificate of Occupancy from the:

Open Registry Office,
Directorate of Lands,
Kwara State Geographic Information Service (KW-GIS),
Commissioner's Lodge way,
G.R.A Ilorin,
Kwara State.

- Application fees vary depending on the intended land use, below are the fees for various land use:

Residential	Commercial (By Individual Name)	Commercial (By Cooperative Entity)	Industrial	Petroleum	Religion	Agriculture	Subsequent Transactions	New GRA (Budo Osho)
₦10,0000	₦20,0000	₦50,0000	₦50,0000	₦50,0000	₦10,0000	₦10,0000	₦10,0000	₦25,000

- 2 All Applicants must come with the original and photocopies of all relevant land documents.

- 3. Applicants are required to come with the following Documents for Application for R of O:

- Evidence of payment for an Application form.
- Means of identification: NIMC or Voter's Card or Driving Licences or International Passport
- Four Passport-sized photographs.
- Land Transfer Documents such as Sales Agreement (with stamp duty) or Deed of Transfer or Inheritance document.
- Survey plan (Charted and Cleared by the office of the Surveyor General) carried out by a registered surveyor (Original copy).
- Certificate of Incorporation (if Company).
- Memorandum and article of Association (if Company).
- Tax Clearance Certificate.
- Site analysis report (for residential) /EIA (for other land use) carried out by a registered town planner.
- Valuation report from a registered Estate Surveyor.
- Newspaper Publication, Court Affidavit, and Police Report for lost or stolen documents.
- Photocopy of Birth Certificate or Statutory declaration of age.
- Survey report carried out by the office of the Surveyor General.

- 4. All documents as in (3) above must be submitted to the Land Use Allocation Committee Secretariat for the opening of the file which is done in 1 day.

- 5. Applicants whose documents have been cleared by the Committee will be forwarded to the approval unit, while Applicants whose documents aren't cleared will be notified accordingly within a day.

- 6. The Approval Unit in the Directorate of lands will request from the office of the Surveyor General and Directorate of Urban and

- Regional Planning the Survey Report and Town Planning Report of the applicant respectively.
- 7. Office of the Surveyor General will contact the applicant to pay for the Survey Report into the State IGR account and bring the evidence of payment to their office. The report will be ready within 5 working days if the applicant responds immediately. [Survey Fees.pdf](#)
- 8. Directorate of Urban and Regional Planning will contact the applicant to pay for the Town Planning Report into the State IGR account and bring the evidence of payment to their office. The report will be ready within 5 working days if the applicant responds immediately. [Directorate of Urban and regional Planning Fees.pdf](#)
- 9. Applicants whose reports are ready will be forwarded back to the Approval unit of the Directorate of Lands.
- 10. Successful Applicants will be notified by the approval unit to make payment with respect to the bill raised for a premium, land charge, and tenement (for developed land). The payments are made into designated (Kwara State IGR) accounts verifiable at the Kwara State Internal Revenue Service KW-IRS which may take 2 working days.
- 11. Evidence of payment of the bills is submitted at the approval unit where a schedule for the printing of R of O is generated which will take another 2 working days.
- 12. Successful Applicants will be notified either by phone or email when their Right of Occupancy certificates is ready for collection. Collections shall be made at the Directorate of Land Services, KW-GIS Headquarters, Ilorin. We are committed to 30 Working days after all fees have been paid and all conditions certified.
- 13. Three copies (one cream and two white copies) of RofO will be issued to the Applicants, the two white copies duly signed by the Applicants are returned to the Director Land Services which will be forwarded to the surveyor general for the preparation of the title deed.
- 14. Applicants are required to contact their Surveyor to produce the red copy of the Survey Plan and submit it to the Office of the Surveyor General for the preparation of the Title deed.
- 15. Applicant will be contacted to make payment for the CofO collection fee. [Directorate of lands fees.pdf](#)
- 16. Evidence of payment should be submitted to the Directorate of Lands where you will collect the Certificate of Occupancy 10 working days after submission.

■ For further information, please refer to Kwara State Geographic Information Services (KW-GIS) or call 09035551892, or email kgis@kwarastate.gov.ng.

■ Opening hours are Monday to Friday from 9.00 am to 3.00 pm except on public holidays.

SIGNED:

Acting Executive Chairman,

Kwara State Geographic Information Service (KW-GIS)

October 2022