



THE REPUBLIC OF UGANDA

MLHUD Transactions Procedures Series 3

How to acquire a Leasehold Land Title

Step 1

The Applicant must have in his/her possession fully completed Forms 8, 10, 18, 23, a set of 3 authentic deed plans, 3 Passport Photographs, Receipts of Payment and a forwarding letter requesting for a Leasehold title signed by the District Land Officer of the respective District where the land is located.

Step 2

The Applicant presents the full set of original documents and a photocopy of the same, to the Department of Land Administration for Checking. The Photocopy is stamped 'Received' and returned to the Applicant. The Applicant checks with the Department of Land Administration after 10 working days to confirm their approval or rejection, and is given a letter advising him/her on the fees to be paid.

Step 3

Once approved, the documents are forwarded to the Department of Land Registration for preparation and issuance of Lease agreements. The applicant checks after 10 working days to pick up the Lease agreements for signing and sealing by the Chairperson and the Secretary of the respective District Land Board and to Pay Stamp Duty, which is 1% of the Premium and Ground Rent.

Step 4

The applicant presents fully signed and sealed lease documents by the District Land Board Chairperson and Secretary and lease agreements embossed by URA. The applicant is given a photocopy of the lease agreements stamped 'Received'.

Step 5

The applicant presents the photocopy given to him/her by the Department of Land Registration stamped 'Received' and identification documents on collecting the Leasehold Title. The applicant signs for the Title and the Photocopy is stamped 'Returned' on completion.

Documents required: Form 8, 10, 18, 23, set of Deed Plans, set of Passport photographs, General receipts of Payment and a Requesting letter.

Fees paid at the URA: 1% of the Premium and Ground Rent

Fees paid at the Ministry / District: Registration fees – 10,000; Assurance of Title – 20,000/=; issuance of the Title – 20,000/=; Preparation of Lease – 20,000/=.

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