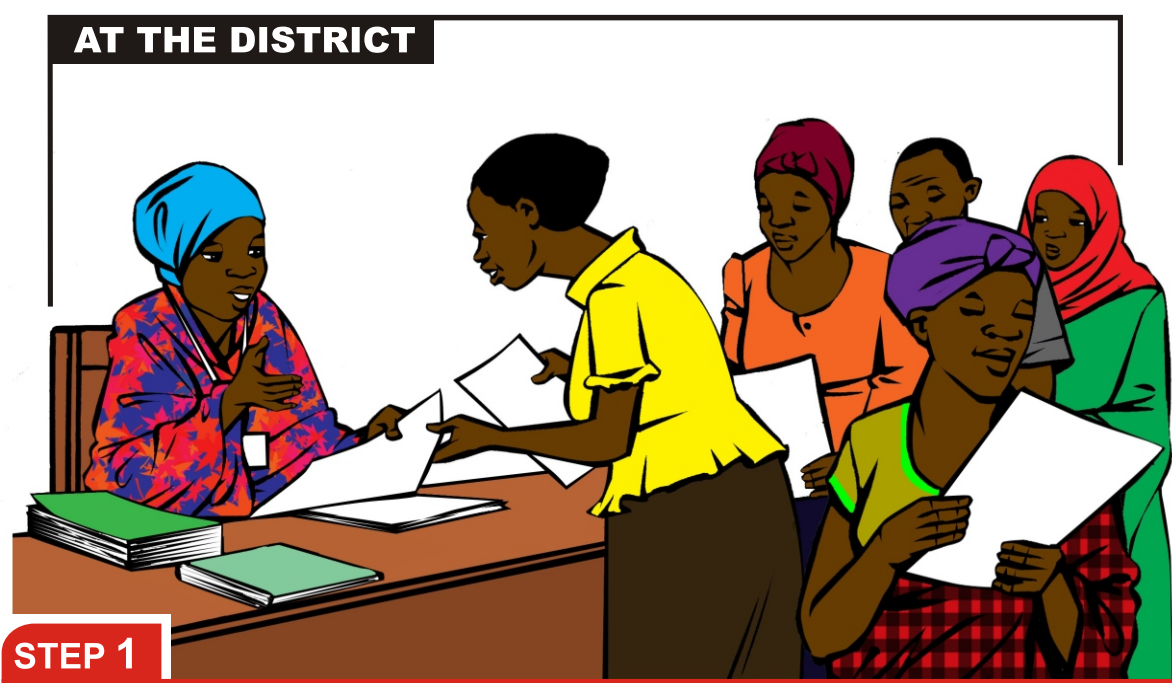


HOW TO ACQUIRE A FREEHOLD LAND TITLE

ACCESS TO ACCURATE LAND INFORMATION



STEP 1

- The Applicant goes to the District Land Office or Area Land Committee to pick the Application Form 4, fill it, attach 4 passport photos and submit them to the Area Land Committee after paying the required fees of 20,000/-.
- Area Land Committee issues a 14 days' notice for a public hearing using Form 10; and visits the site, and together with the neighbors fill and sign the Demarcation Form 23 and later submits to district land board.
- The Area Land Committee compiles an Inspection Report and submits the documents to the District Land Office.
- The District Land Officer prepares a report and forwards the file to the District Land Board for approval, after which, the file is forwarded to the Ministry Zonal Office for issuance of Freehold Title.



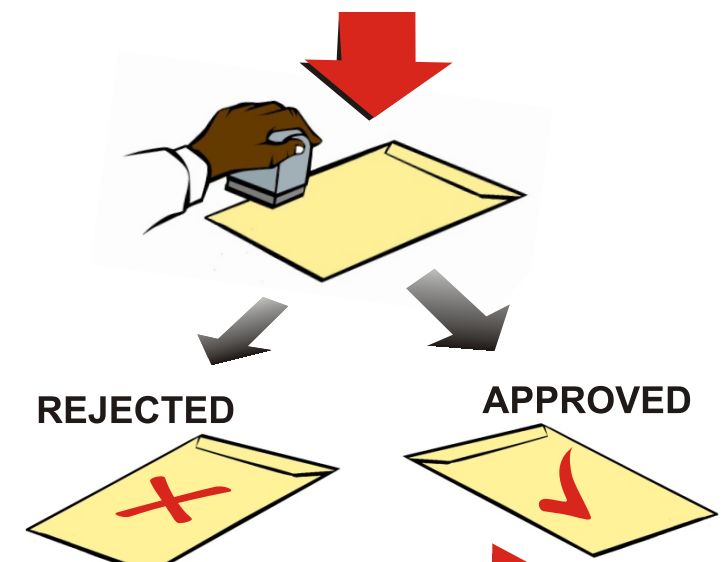
STEP 2

- The Applicant must possess:
- Fully completed Forms 4, 10, 19 and 23.
 - Area Land Committee Report;
 - District Land Officer's Report;
 - 3 Passport Photos;
 - A forwarding letter;
 - Receipts of payment of Application fees.
 - Copy of National ID;
 - Physical Planning Minutes extract and PP Form 1;
 - District Land Board Minutes extract
 - Instruction to Survey (IS)



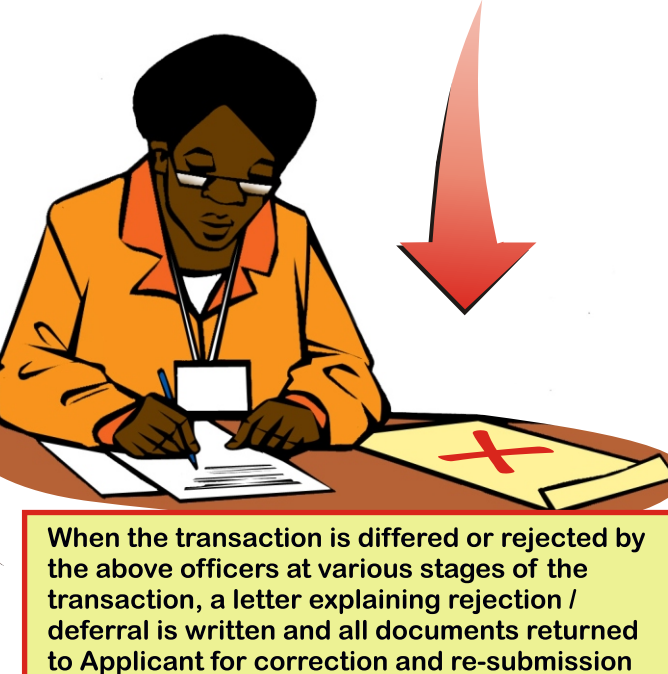
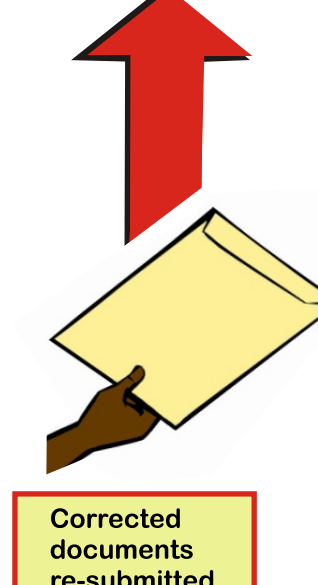
STEP 3

- The Applicant presents the full set of original Documents and a photocopy to the receiving intake clerk at the Zonal Office for intaking. The Applicant is issued with an acknowledgment receipt and/or photocopy is stamped received and return to the applicant. The applicant checks after 10 working days to confirm approval or rejection.



STEP 6

- The file is sent to the Senior Land Officer to check for final compliance and the file is forwarded to the Senior Registrar of Titles, who approves the transaction and issues freehold title to the Applicant.



When the transaction is deferred or rejected by the above officers at various stages of the transaction, a letter explaining rejection / deferral is written and all documents returned to Applicant for correction and re-submission

Fees payment at URA.



STEP 5 AT THE ZONAL OFFICE

- The Survey Report is submitted to the intake clerk, scanned and forwarded to the Staff Surveyor, who forwards to the Cartographer for plotting and is returned to the Physical Planner for checking compliance. Once approved, it is sent to the valuer for assessing market value of the land. Payment for Deep Plan and checking fees are made and deed prints issued.



STEP 4 AT THE ZONAL OFFICE

- The documents are scanned and forwarded to the physical planner for issuance of site plan and then forwarded the file is forwarded to the land officer to check compliance. The file is then sent to the Staff Surveyor to issue Instruction to Survey (IS).

- ### DOCUMENTS REQUIRED
- Form 4, 10, 19 and 23;
 - Set of Deeds Plans;
 - Set of Passport Photographs;
 - General receipts of Payment;
 - Forwarding Letter.

FEES PAID AT URA

1.5% 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/=;
 - Application fees 20,000/=.



The poster is produced by: **Ministry of Lands, Housing and Urban Development**
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