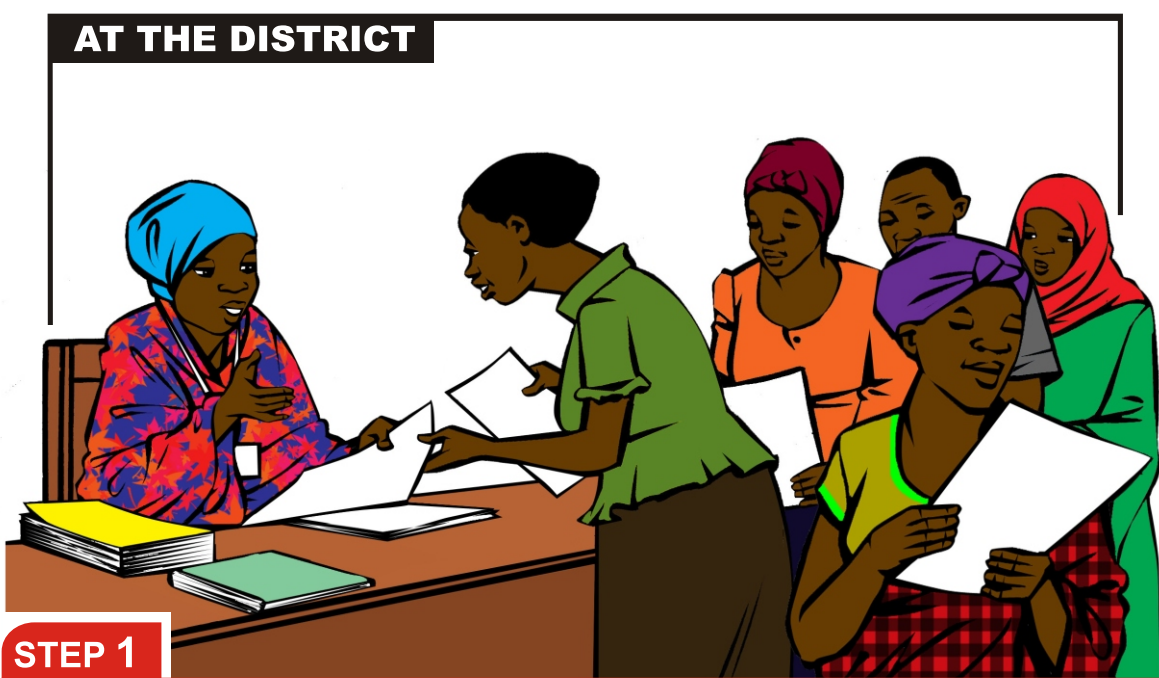


# HOW TO ACQUIRE A LEASEHOLD LAND TITLE

ACCESS TO ACCURATE LAND INFORMATION



## STEP 1

- The Applicant picks Form 8 from the District Land Office or Area Land Committee, fill it, attach 4 passport photos and submit them to the Area Land Committee after paying the required fees of 10,000/-.
- 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.
- The Area Land Committee compiles an Inspection Report and submits all the documents to the District Land Office.
- The District Land Officer prepares a report and submit the file the District Land Board for consideration. If approved, the file is returned to the District Land Officer for Lease Offer using Form 18, who forwards to Ministry Zonal Land Office to process the Leasehold Land Title.



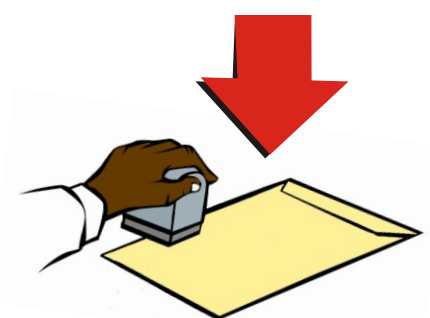
## STEP 2

- The Applicant must have in his/her possession:
- Fully completed Forms 8, 10, 18 and 23;
  - Area Land Committee Report;
  - District Land Officer's Technical Report;
  - 3 Passport Photos;
  - A forwarding letter; and
  - Receipts of payment of Application fees, Premium and Ground Rent.
  - Physical Planning Minutes / PP Form 1; Copy of National ID
  - District Land Board Minutes extract.
  - Instruction to Survey letter.



## 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 acknowledgement receipt and/or the photocopy is stamped "Received" and returned to the applicant. The Applicant checks after 10 working days to confirm approval or rejection.



REJECTED

APPROVED



Corrected documents re-submitted.



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 7

The Applicant presents fully signed, sealed and paid upon Lease Agreement to the Zonal Office. They are forwarded to the Senior Registrar of Titles, who upon approval, issues a Leasehold Certificate of Title.



## STEP 6

### AT THE ZONAL OFFICE

The file is sent to the Senior Land Officer for final compliance and forwarded to the Senior Registrar of Titles, who approves the transaction and issues Lease Agreements to the Applicant. The Applicant checks after 10 working days to pick up the Lease agreements for signing and sealing by the Chairperson and Secretary of the Controlling Authority i.e. Uganda Land Commission or the respective District Land Board and to pay stamp duty, which is 1% of the premium and 1% of the annual rent multiplied by the number of years granted.



## 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

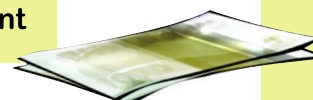
The documents are scanned and forwarded to the physical planner for issuance of site plan and then forwarded the file is forwarded to the land officer to check compliance. The file is then sent to the Staff Surveyor to issue Instruction to Survey (IS).

### DOCUMENTS REQUIRED

- Form 4, 10, 19 and 23;
- One Passport Photograph;
- 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/=;
- Preparation of Lease 10,000/=.



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