

HOW TO ACQUIRE A LEASEHOLD LAND TITLE

ACCESS TO ACCURATE LAND INFORMATION

AT THE DISTRICT



STEP 1

- The Applicant goes to the District Land Office or Area Land Committee to pick the Application Form 8, fill it, attach 4 passport photos and submit them to the Area Land Committee after paying the required fees of 10,000/-.
- The Area Land Committee receives the Application and issues a notice for a public hearing using Form 10.
- The Area Land Committee visits the site and together with the neighbours fill and sign the Demarcation Form 23. The Area Land Committee also compiles an Inspection Report and submits the documents to the District Land Office.
- The District Land Officer prepares a technical report and forwards all the documents to the District Land Board for approval, after which, the documents are returned to the District Land Officer to prepare the Lease Offer using Form 18. The District Land Officer then forwards all the documents to the Ministry of Lands for preparation of the 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.

AT THE MINISTRY



STEP 3

DEPARTMENT OF LAND ADMINISTRATION

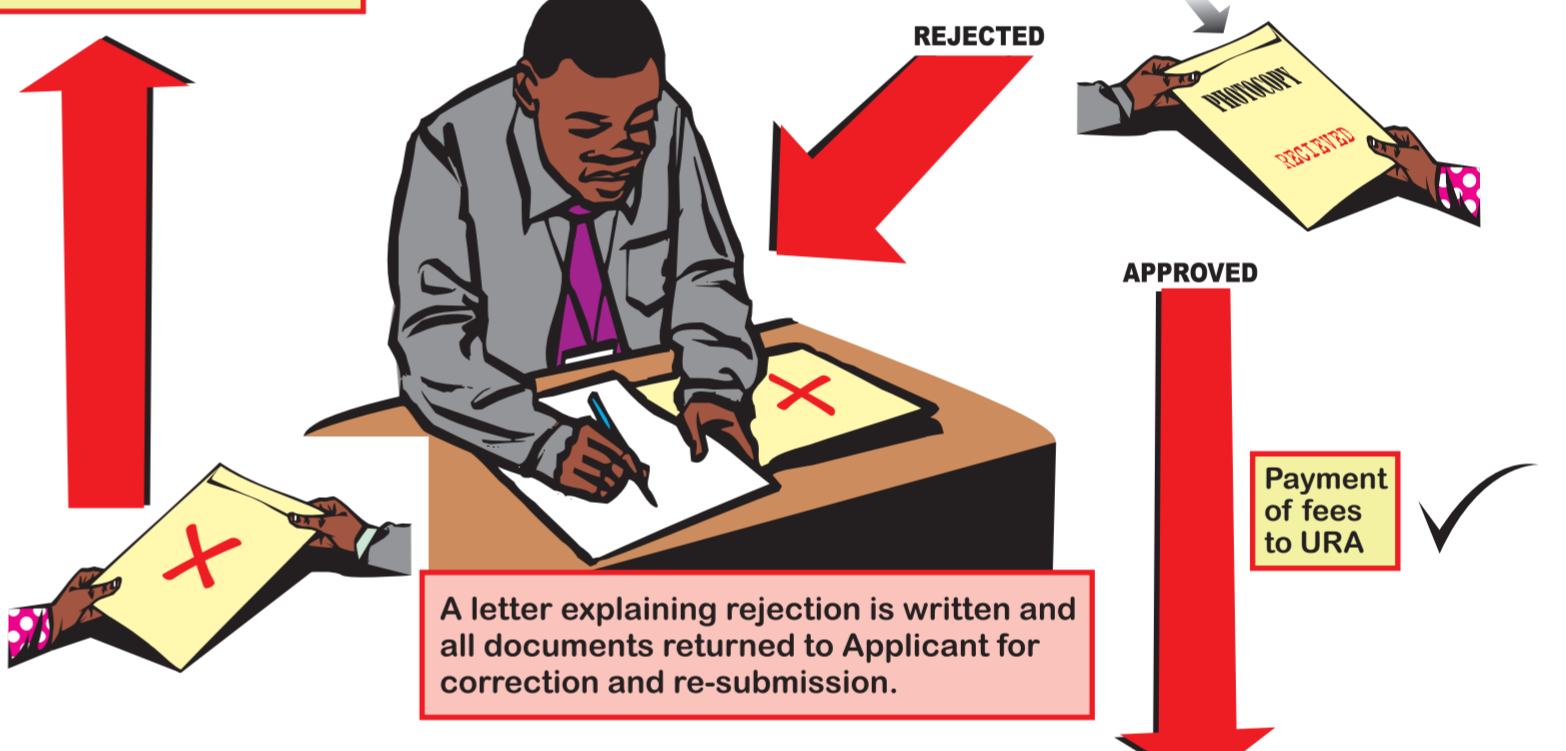
The Applicant presents the full set of original documents and a photocopy of the same to the Department of Land Administration for checking. The photocopy is stamped 'Received' and returned to the Applicant. The Applicant checks with the Department of Land Administration after 10 working days to confirm their approval or rejection.



STEP 6

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.

Corrected documents are re-submitted.



A letter explaining rejection is written and all documents returned to Applicant for correction and re-submission.

Payment of fees to URA ✓



STEP 5

The Applicant presents fully signed and sealed Lease documents by the Uganda Land Commission or 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' and checks after 20 working days.

STEP 4

OFFICE OF TITLES

The documents are forwarded to the Office of Titles 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 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.

DOCUMENTS REQUIRED

- Form 8, 10, 18 and 23
- Set of Deeds Plans
- Set of Passport Photographs
- General receipts of Payment
- Requesting Letter

FEEs PAID AT URA

- 1% of the Premium and Ground Rent

FEEs PAID AT THE MINISTRY/DISTRICT

- Registration fees 10,000/=
- Assurance of Title 20,000/=
- Issuance fees 20,000/=
- Preparation of Lease 20,000/=

