

Steps by Steps Procedure of obtaining Certificate of Occupancy (C of O) on GRA Lands

* In pursuant to the Oyo State Land Law Cp. 155 Vol. 5, Laws of Oyo State, 2000 and Land Use Act of 1978 (now Cap L5 Vol. 8 LFN, 2004) Applicants can apply for land allocation and secure C of O following the procedures below

Step 1: Prospective applicants obtain application form at Room 29 of the Ministry of Lands, Housing and Urban Development on payment of #10,000. The Application fee with Revenue code 4020072 at any commercial bank in the state Or complete and submit his/her application online @ <https://lands.oyostate.gov.ng/> with evidence of payment of #10,000 Application fee is also payable on the web.

Subsequently an appropriate file would be opened upon submission of completed Application form with evidence of payment at LLA/LUD Registry in the Ministry of Lands, Housing and Urban Development.

Step 2: Successful applicants would be issued with letter of provisional offer of allocation and required to pay an initial deposit of #1.5m to relevant revenue/ Payment code stated in the letter as expression of interest fee

Step 3: Subsequently, applicants that paid the expression of interest fee within the stipulated 30 days' time frame as stated in the provisional offer letter would be issue with letter of plot allocation stating the fees to be paid which shall include premium/development fee ground rent, survey fee Deed preparation fee and Deed registration

Step 4: The Applicant is expected to submit evidence of payment of the above stated fee at state lease unit, Room 62 of Ministry of Lands, Housing and Urban Development

The file would be processed to office of the State Surveyor General through the Permanent Secretary (Lands) for production of appropriate survey plan. The name of the applicant would be written on the survey plan against the plot allocated

Step 5: The office of the State Surveyor General would produce the survey plan and return the file to Ministry of Lands, Housing and Urban Development

The state leases unit upon receiving the file would and upon ascertaining that the applicant has fulfilled all condition attached to the allocation. The file would thereafter be processed to deed registry for necessary chating and registration, where the C of O would be given a unique registration number and index accordingly.

The file would therefore be returned to the state leases unit at room 62 at Ministry of Lands, Housing and Urban Development

- * The state leases would further forward the file to CofO production unit for production of draft copy of the C of O for necessary corrections by the schedule officer.
- * On presentation of tax clearance certificate by the applicant, final copies are produced for the necessary signature of the Honourable Commissioner, upon the approval by His Excellency after which the applicants are informed via text message to come and pick up their C of O at Room 62 state leases unit for necessary execution.
- * The names of successful applicants whose C of O's are duly approved by His Excellency, Executive Governor of Oyo State, and signed by Honourable Commissioner are also pasted on the notice board of the Ministry of Lands, Housing and Urban Development.
- * The applicant upon execution of their portion of the C of O takes the C of O to the stamp duty office under the Internal Revenue Service (OYSIR) for necessary stamping after which same is brought back to Deed Registry for the Deed Registrar's final signature and registration.
- * The applicant would eventually collect his/her C of O at the counter of the Deed Registry of Ministry of Lands, Housing and Urban Development and will also sign necessary ledger to indicate collection
- * Applicants CofOs are ready for pick up 14 days after 100% payment for the Land allocation.
- * Applicants are expected to bring their tax clearance or approach Oyo State Internal revenue service (Revenue House, Secretariat, Ibadan)
<https://bir.oyostate.gov.ng/>
- * Further enquiry can be made by calling 0700069652637 (0700oyo land) or by sending an email to lands@oyostate.gov.ng

Signed
Permanent Secretary
Oyo State Ministry of Lands, Housing and Urban Development
11th November, 2022