



**STEPS BY STEPS PROCEDURE OF OBTAINING CERTIFICATE OF OCCUPANCY (C OF O) ON
GRA LANDS
(DIRECT ALLOCATION OF GOVERNMENT/STATE LAND)**

* In pursuant to the Oyo State Land Law Cap. 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 directly from the State Government vide the Ministry for Residential and Commercial Purposes and secure a Certificate of occupancy (C of O) on same following the procedures below:

Note: The Following document are required

Passport Photograph of the Applicant

Government approved means of identification (driver's License, Voter's Card or Nigeria Standard Passport) especially at c of o collection stage

Current Tax Clearance Certificate

If Corporate Organization/company

Certificate of Registration/incorporation

Article of Association

Memorandum of Understanding

Step 1: Prospective applicants to obtain an application form at Room 29 or at the customer care center room 4 of the Ministry of Lands, Housing and Urban Development, Oyo State Secretariat Complex, Agodi, Ibadan on payment of a non-refundable #10,000 application form fee. The Application fee is to be paid into government account with Revenue code 4020072 or generated Payment code at the customer care center room 4, any Commercial bank in the State or through web and ensure official receipt is issued

Application form can also be completed and submitted online at <https://lands.oyostate.gov.ng/>.

Complete hard copies application form to be submitted with evidence of payment of a non-refundable #10,000 Application fee at Room 29 and 4.

Subsequently an appropriate file would be opened Upon submission of the completed Application form and evidence of payment of non-refundable #10,000 Application fee attached at LLA/LUD Registry in the Ministry of Lands, Housing and Urban Development, within the working hours of the week (8am to 4pm) Monday to Friday excluding public holidays

Online applications too will be downloaded and physical file created as well.

Note: No Section of the form should be left unfilled or un-answered and also the form must be evidenced with an oath before the Commissioner of oath either at the Ministry of Justice or State High court

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 code stated in the letter, as Expression of interest fee

Step 3: Subsequently, applicants that paid the Expression of interest fee within the stipulated time frame as stated in the provisional letter of offer at Step 2 above, would be issued 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

S/n		GRAs within Ibadan		GRAs Outside Ibadan	
		Residential	Commercial	Residential	Commercial
1	Premium	#3,000/sq. m	#5,000/ sq. m	#750/sq. m	#1,000/sq. m
2	Development Levy	#3,000/sq. m	#5,000/ sq. m	#750/sq. m	#1,000/sq. m
3	Ground Rent	#15:00 /sq. m	#25: 00/sq. m	#15:00 /sq. m	#25: 00/sq. m
4	Survey Fee	#1,000/sq. m	#1,000/sq. m	#500/sq. m	#500/sq. m
5	Deed Preparation	#40,000	#40,000	#40,000	#40,000
6	Deed Registration	#40,000	#40,000	#40,000	#40,000

Step 4: The Applicant is expected to submit evidence of payments of the above stated fees (fees stated in Step 3) as stated in letter of allocation at state lease unit, Room 62 of Ministry of Lands, Housing and Urban Development within the working hours of the week (8am to 4pm) Monday to Friday excluding public holidays

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

Noted: Failure to pay all the fees stated in the letter of allocation within the time frame as contained in the letter of allocation in full would stagnated the file or may lead to withdrawal of allocation.

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 and this is done within one to two weeks of the file getting to Surveyor-General's Office

Step 6: The state leases unit upon receiving the file from SG's office vide the Permanent Secretary's office would forward the file to the account section of the Ministry for confirmation of payments in file and upon ascertaining that the applicant has fulfilled all condition attached to the allocation, process the file to the deed registry for necessary chatting, placement on state intelligent sheet and registration

Here the C of O would be given a unique registration number and index the file would therefore be returned to the state lease unit at room 62 at Ministry of Lands, Housing and Urban Development

Step 7: The state leases would further forward the file to computer unit for production of draft copy of the C of O for necessary corrections by the schedule officer.

Step 8: Final copies are produced for the necessary signature of the Honourable Commissioner, upon the approval by His Excellency after which the applicant is informed via text message to come and pick up the C of O at Room 62 state leases unit for necessary execution, within the working hours of the week (8am to 4pm) Monday to Friday excluding public holidays. The Period depend on the applicant seriousness, however, it within two weeks within which C of O is ready after payment of all fees by the applicant

Note: Applicant must produce valid means of identification to collected the C of O OR letter of Authority attached with valid identification means if to be collected by a third party

* 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 within the working hours of the week (8am to 4pm) Monday to Friday excluding public holidays

- * 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. Within two to four days and within the working hours of the week (8am to 4pm) Monday to Friday excluding public holidays
- * Further enquiry can be made by calling 070069652637 (0700 OYOLANDS) or by sending an email to lands@oyostate.gov.ng.

The door of Honourable Commissioner/ Permanent Secretary is also open for clarification enquiry

CURRENTLY A PROMOTIONAL ALLOCATION IS ON-GOING WITH A PAYMENT OF A LUMP SUM IN THE FOLLOWING SCHEME IN IBADAN AS STATED BELOW:

1. -Rasidi Ladoja GRA , along Lagos/Ibadan Expressway – #15M
2. Senator Abiola Ajimobi GRA, Along Ibadan/Oyo Expressway, Sogunro - #10M
3. Alao Akala GRA, Along Iwo/Ibadan Road, Monatan - #10M

The State also engaged the services of notable infrastructural partners to provide basic INFRASTRUCTURE/amenities within these GRAs

Applicants should Note

R of O in not in operation in the State.

- * A ONE stop office is opened at the Ministry of Lands, Housing and urban Development where-in any prospective applicant or active applicant can walk in to make enquiry about C of O procedure or the status of his/her application.
- * No cash payment to any individual under any guise

IMPORTANT INFORMATION: Need C of O for your private land see <https://landsandhousing.oyostate.gov.ng/wp-content/uploads/2022/12/UPDATED-OYSG-CofO-PROCESS-FOR-PRIVATE-LAND.pdf>



Permanent Secretary
Oyo State Ministry of Lands, Housing and Urban Development
23rd December, 2022.