



# **MINISTRY OF LANDS AND PHYSICAL PLANNING**

**ONLINE SYSTEM**

**POWERED BY**



**MINISTRY OF LANDS AND PHYSICAL PLANNING**  
**TRANSFER OF OWNERSHIP ONLINE**

1. Login to the [www.ecitizen.go.ke/](http://www.ecitizen.go.ke/) (create your account using your own mobile number)
2. On the dashboard select "Ministry of Lands and Physical Planning" and allow access to your profile.
3. A dashboard for the Ministry of Lands and Physical Planning will appear. Click on "Manage Property".
4. A list of your verified properties will be listed. (If your property is not listed, click on "Make Application", locate and click on "Verify Your Title" to have your property verified).
5. Identify the property to transfer and click on view button under "Actions". Enter the One Time Password (OTP) sent to your eCitizen registered phone on the popup within five minutes.
6. If the OTP is successful, a detailed property view will be displayed.
7. On the view, Click on "Select Option" located on the top left and select "Transfer of ownership" for Sale Transfer or "Transfer by Charge" for properties being acquired through loan.'

***Note: Properties with active encumbrances (Charges, Lease and Sub-Leases), Inhibitions (Court Order, Restrictions and Caveat/Cautions) are not transferrable. These will be required to apply for removal of the same separately.***

8. Subject to number 7 above, a multi-step wizard will appear to aid in transfer as described as follows;

**Step 1: Property details and owner(s)**

This step has the property and ownership overview.

**Step 2: Transferee(s)**

This step lets you indicate the party(ies) to whom you wish to transfer and their share. Depending on the kind of party, please have the ID, Alien or Business Registration Numbers for Citizens, Aliens and registered Businesses respectively. It's mandatory that they are registered on the eCitizen portal.

**Step 3: Transfer and Capital Gain Tax details**

Select the nature of transfer and input the selling price under 'Monetary Value'.

Fill in the Capital Gain information to for self-assessment

**Step 4: Document Upload**

Upload all required documents. Copy of original title, transfer instrument, Area sketch map (for valuation visit)

**Step 5: Review Transfer Application**

Review your application and all the payable fees (Consent, Land Rates (if due), land Rent (if due), Other Taxes if applicable and Convenience fees) these fees are payable by the seller. Land Rates and land Rent fall due at the beginning of each year.

**Step 6: Payment**

An invoice will be sent to the eCitizen registered email and payment option page displayed.

**Payments can be made conveniently through either of the following gateways; MPESA, DEBIT/CREDIT/PREPAID CARD, AIRTEL MONEY, EAZZYPAY, E-AGENT, CASH AT KCB BANK AND RTGS**

9. On successful payment, click on "Pending Actions" and approve the transfer. Note that if the property is owned by more than one proprietor, all must login to the system for approval otherwise the application will not proceed.
10. All other requirements for transfer e.g. Consent approval, valuation of Land, stamp duty assessment are already automated and need not be applied separately. These services will be automatically be relayed to the relevant departments within the Ministry.

**Contact us on; Email** : [eprocesses@ardhi.go.ke](mailto:eprocesses@ardhi.go.ke)

**SMS and WhatsApp: 0748998909/0748998910**

