



# MINISTRY OF LANDS AND PHYSICAL PLANNING

## PUBLIC NOTICE

### NEW PROPERTY REGISTRATION PROCESS

This is to inform the general public that the Ministry has re-engineered the Land Registration processes and simplified them into 3 steps as follows:-

**Step 1:** Application for:

- Land Rent Clearance Certificate
- Consent to transfer/Lease/Charge
- Valuation for stamp duty assessment

**Step 2:** Site visit and report writing for valuation purposes

**Step 3:** Registration of title to land and other instruments

The application for Land Rent clearance, consent and valuation can now be assessed and done online through [www.ecitizen.go.ke](http://www.ecitizen.go.ke) government portal.

***N.B: The Registration process now takes 12 days.***

#### Requirements for Property Registration

##### Land Rent Clearance

1. Duly filled application form
2. Copy of title
3. Land Rent payment receipts for current year for payments made via itax and RTGS transfers

##### Consent to Transfer

1. Application letter from registered owner/advocate/authorized agent
2. Dully filled application form and fee
3. Copy of Title/Search

##### Valuation Requisition

1. Application for valuation form duly filled
2. Copy of Title
3. Original Transfer instrument dully executed
4. Sketch/Survey plan/RIM/map of location

***N.B: Submission of manual applications not required***

##### Title Registration

1. Application form for registration and fee
2. Original title document
3. Original Stamp duty payment receipt
4. Duly executed Transfer/Lease/Charge instrument/Caveat/Inhibition and any other instrument in Triplicate
5. Certified copies of KRA pin certificate, ID Card or CR 12 for companies

***NOTE: To facilitate faster delivery of services, please avail all documents in one batch for each required service***

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