



# 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 process and simplified it to 3 easy steps.



#### 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

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- Application for land rent clearance, consent and valuation can now be done online through [www.ecitizen.go.ke](http://www.ecitizen.go.ke)
- Manual applications no longer required.
- To facilitate efficient processing, please complete the unified online application form.

The registration process now takes



### Requirements for Property Registration



#### Land Rent Clearance

1. Fully filled online 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. Copy of Title/Search



#### Valuation Requisition

1. Copy of Title
2. Original Transfer instrument duly executed
3. Sketch/Survey plan/RIM/map of location



#### Title Registration

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

### DOING BUSINESS MADE EASIER