



Vision: To be a globally competitive organisation in sustainable land management

Mission: To facilitate improvement of the livelihood of Kenyans through efficient administration, equitable access, secure tenure and sustainable management of the land resource.

SERVICE CHARTER

SERVICE	REQUIREMENTS	CHARGES	TIMELINE
Registration of documents			
Deed of indemnity/ Agreements/ contracts/ deep poll/ licences/ bonds/ commissions/ trust deed/ certificate of incorporation and any other documents registered under Registration of Documents Act	Instruments, nominal duty/ proof of duty payment, certified copy of ID/ passport, copy of PIN certificate, 2 passport-size photographs and attestation	Free	4 days
Wills/ building plans	Will/ plan	Free	
General Court Orders/ Decrees	Court order and attestation	Free	
A Vesting order	Court order, valuation report, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Caution/ Caution withdrawal	Duly filled in caution form, certified copy of ID/ passport, copy of PIN certificate, 2 passport-size photographs and proof of claim (Only applicable to caution)	Free	
Extension/ renewal of lease	Lease instrument, surrender instrument, original Title, rent apportionment, proof of stamp duty payment (receipt), certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Lease	Lease instrument, rent apportionment, proof of stamp duty payment (receipt), certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Sub-leases	Head lessor's consent, valuation report, proof of stamp duty payment (receipt), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Power of Attorney	Power of Attorney instrument, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Partition	Partition instrument, valuation report, proof of stamp duty payment (receipt), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Mutations	Mutation form, amended RIM, original Title, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Correction	Deed of rectification/ correction, proof of stamp duty payment (receipt), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Succession	Letters of administration, confirmation of grant, transfer to personal representatives, transfer by transmission, stamp duty payment, original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Charges/ Discharges	Charge/ Discharge document/ Instrument, original Title, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Transfers	Valuation report, proof of stamp duty payment (receipt), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	
Replacement of Lost Title/ Reconstruction of Land Register	Application for lost title/ reconstruction, indemnity/ statutory declaration, publication in two local dailies, Kenya Gazette publication, police abstract, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	Free	At the expiry of 60 days from the date of gazette notice
Issuance of Search Certificate	Completed Application Form, ID and copy of PIN certificate	Free	3 days
Provision of technical advice	None	Free	On the spot
Issuance of title after completion of adjudication process	Adjudication record, Area List, RIM, Forwarding letter from Chief Land Registrar and certified copy of ID	Registration fees of Kshs. 500 Title fee Kshs. 500	3 days
Issuance of title deeds in settlement schemes	Original ID, specific plot number, PIN number and 3 Passport-size photographs	Preparation fees (Kshs. 500 per title) Adjudication fees (Minimum of Kshs. 250 per Ha)	2 days
Issuance of title deeds in settlement schemes	Production of discharge of charge and transfer document, copy of ID and PIN number	<ul style="list-style-type: none"> Stamp duty (2% of the land value) 50 cents per Kshs. 1000 of the amount charged Title fees: Kshs. 500 Attestation (Kshs. 1000) 	4 days
Preparation of legal documents for settlement scheme plots	Letter of acceptance of offer and 10% payment of land charge deposit	<ul style="list-style-type: none"> Conveyance fees (Kshs. 250 plus 10% land deposit) Administration charges assessed as follows: <ul style="list-style-type: none"> I) Low potential areas (Kshs. 2500 per acre) II) Medium potential areas (Kshs. 3500 per acre) III) High potential areas (Kshs. 5000 per acre) 	2 days
Processing of application for sub-division	Original sub-division scheme/ Blue-print prepared by a registered and practising physical planner, certified copy of ownership, current official search of property, certification of title, prior approval by relevant authorities in form of original current PPA 2 Form and site visit	<ul style="list-style-type: none"> 2-10 plots (Kshs. 200 @) 11-20 plots (Kshs. 150 @) 21-50 plots (Kshs. 100 @) 51 and above (Kshs. 80 @) 	2 days
Issuance of title sub-division	Amended Registry Index Map (RIM), copy of ID, PIN number, a duly filled Mutation Form and compliance Certificate from County Government	Registration fees of Kshs. 500	2 days
Approval of sub-division/ amalgamation schemes	Approval by relevant authorities	Kshs. 250 per sub-plot	2 days
Approval of application for extension of lease/ change of user/ extension of user sub-divisions and amalgamations	Appropriate application form Location map	Minimum of Kshs. 5000	2 days
Ground rent determination upon sub-division, change of user and lease extension	Relevant approvals	Free	3 days
Disputed Rent	Instructions from the relevant parties such as courts	Free	2 days
Foreign Missions	Site visits, transport facilitation and ownership documents	Free	28 days
Approval of building plans	Recommendation by relevant authorities	Minimum of Kshs. 750	2 days
Processing of building plans	Building plans, site plan and certified copy of title	<ul style="list-style-type: none"> Kshs. 200-700 depending on the area of the building Small projects (Kshs. 1,500) Big projects (Kshs. 3000) 	3 days
Issuance of compliance certificate	Submission of the preceding year's copy of compliance certificate and site visit	Kshs. 2000	7 days
Processing of Environment Impact Assessment and Audit Reports	Comprehensive Environmental Impact Assessment Report	Kshs. 3000 per report	14 days
Sale of Plans	Official written request by customer(s) and/ or other government agencies	Size A4 & A3 (Black and white - Free) Size A0 Coloured (Kshs. 2,500) Size A1 Coloured (Kshs. 1,500) Size A3 Coloured (Kshs. 800) Size A4 Coloured (Kshs. 300)	On the spot
Part Development Plans	Documents of ownership	A4 & A3 (Free)	On the spot
Authentication of Part Development Plans	Official written request by customer(s) and/ or other government agencies	Free	On the spot
Sale of Minutes of National Physical Planning Liaison Committee meetings	Official written request by customer(s) and/ or other government agencies	Kshs. 300 for 1 st page and Kshs. 20 for every additional page	1 hour
Scrutiny of minute books	Official written request by customer(s) and/ or other government agencies	Kshs. 200	1 hour
Resolution of boundary disputes (fixed and general boundaries)	Proof of ownership, availability of RIM of disputed land, location map, payment receipt and summons/ Court Order	Dispute fees (minimum Kshs. 3,500) Survey fee (minimum Kshs. 2000 per portion/Ha)	2 days
Demarcation and survey of land on adjudication areas	Request	Free	12 months
Surveying of new grants	Payment receipt, letter of allotment and part development plan	Minimum of Kshs. 10,000 per portion plus 3% value of the plot	1 month
RIM amendment/ deed plan preparation	Indent from allocating authority, release letter from licensed surveyor and payment receipt	Minimum of Kshs. 1000 per portion	10 days
Sale of maps	Request	Minimum of Kshs. 150 per small sheet printed and minimum of Kshs. 300 for large sheets	On the spot
Sale of national atlas	Request	<ul style="list-style-type: none"> Digital copy (Kshs. 5,000) Hard copy (Kshs. 7,500) 	On the spot
Sale of topographical maps	Request and proof of ownership	Minimum Kshs. 400	On the spot
Topographical Surveys	Request and proof of ownership	Kshs. 25,000 per hectare	1 month
Comments on developments	PPA2 and request on development application searches	Free	1 day
Rental assessment for government	Request from Land Administration, access to property, measurement of area and drawings of premises	Free	12 days
Valuation for Rating	Instruction letter from county government, resolutions approved by County Government, searches, relevant maps, development plans (DPS), folio register (FRS) and field inspection	50% of the valuers' scale of fees	6 months
Valuation of assets	Request, detailed Inventory of assets and cost of acquisition	50% of the valuers' scale of fees	21 days
Valuation of stamp duty, endorsement and assessment	Application, copy of title and provision of RIM (Registry Index Map), location map/ route map and contacts	Free	7 days

We are committed to courtesy, efficiency, accountability and transparency in service delivery. If you are dissatisfied with any service offered to you by Ministry of Lands and Physical Planning official(s), do not hesitate to report to: