



EKITI STATE BUREAU OF LAND SERVICES

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CERTIFICATE OF OCCUPANCY (CofO)

In accordance with the provisions of Lands Use Act No. 6 of 1978 Section 5 (1a-d), Section 9 (1a, 2- 4), and Section 10 a & b)

Note: A Right of Occupancy (RofO) is not required prior to obtaining a CofO in Ekiti State

Certificate of Occupancy Processing for Private Lands Application Guide

This guide explains all that is required to apply for a Certificate of Occupancy for Private Land i.e land purchased from private land owners, these include the preconditions, supporting documents the applicable, including the preconditions, supporting documents needed, the applicable payments to be made, and how to completely submit the application.

Application for Certificate of Occupancy could be obtained through the manual processes highlighted below

A. Step-by-step manual processes for Certificate of Occupancy application and issuance.

Step 1. Obtain the Statutory Right of Occupancy form

For Private Land, Obtain Form by visiting: -

Bureau of Land Services, Mutual (Revenue) House, Beside Tantalizer Building, Fajuyi, Ado-Ekiti. OR

Bureau of Land Services (Deji Ajayi Building), Right Wing, Ground Floor, State Secretariat, New Iyin Road, Ado-Ekiti. OR Call 08035763116, 08035859506. You can send email to bls@ekitistate.gov.ng

Step 2 Applicant is required to pay ₦5,000.00 application form fee into designated Government account of Commercial banks and proceed to change the teller to receipt at the Ekiti Internal Revenue Service office, opposite old Governor's office, Oke-oriomi, Ado-Ekiti

- Step 3.** Obtain application form and fee order from the Bureau of Land Services
- Step 4.** Submit duly completed application form alongside relevant documents manually and receipts of payments to the Bureau of Land Services

Processing Timeline:

The submitted application is processed **within 30 Working Days** from the date of submission of application and payment described in step 4 above to the collection of the approved CofO.

- Step 5.** Joint inspection of the land carried out by the applicant and desk officer of the Bureau of Land Services. *NB- scheduling the inspection process is done within 48 hours (two days); the process for the joint inspection of land is expected to be completed within another 48 hours (two days) after which an inspection report would be issued to applicant.*
- Step 6.** Computation of the list of applicants and the location of their respective land for advert publication in a National Newspaper.
- Step 7** Engrossment of CofO and recommendation for approval of the Governor
- Step 8** Assessment of the stamp duty payable by the Director, Lands Services
- Step 9** Payment of the Stamp Duty fee and Stamping of C of O at the Ekiti State Board of Internal Revenue Services
- Step 10** Registration of the Approved CofO by the Registrar of Titles, Deeds Registry Department of the Bureau of Lands Services.
- Step 11** Collection of the Registered C of O from Desk Officer between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays)

B. Certificate of Occupancy processing using the Automated Platform

Step 1: Pre-conditions:

The Pre-conditions for applying for C of O for Private Lands is that the Applicant must have a valid user digital registration account and this can be achieved by clicking the following web link:

[Applications - Ekiti State Land Management Information System](#)

<https://lmis.ekitistate.gov.ng/Facade/Applications>

Step 2: Account Creation:

As a new user click the link: [Applications - Ekiti State Land Management Information System](#) and then click the “Create an Individual Account Tab” or “Create a Corporate Account Tab” to create an account personal to you with your preferred valid email account as your username. Else, log in with your credential if already have an account.

Step 3: Supporting Documents:

The Supporting Documents required for the Processing of C of O for Private Lands are stated below:-

General Requirements

These are general requirements for all C of O Processing for Private Lands

- a) Passport Photograph – 2 copies
- b) Approved Survey Plan: As duly certified and approved by the **State Surveyor General**.
*Office of the State Surveyor-General,
Ayodeji Ajayi Building, Ekiti State Secretariat Complex,
New Iyin Road, Ado-Ekiti*
- c) Approved Building Plan - (For developed land): As duly certified and approved by the **State Ministry of Physical Planning and Urban Development**, *Ayodeji Ajayi Building, Ekiti State Secretariat Complex, New Iyin Road, Ado-Ekiti.*
- d) Land Use Clearance (For undeveloped land): As issued and duly signed by the **State Ministry of Physical Planning and Urban Development**, *Ayodeji Ajayi Building, Ekiti State Secretariat Complex, New Iyin Road, Ado-Ekiti.*
- e) Affidavit of Ownership: By two (2) Principals of the original owner of the land (Head of the family and Secretary) As issued and duly signed by the **State High Court** (the acceptability is subject to confirmation from the **State High Court**). *Ekiti State Judiciary, Near Fajuyi Park, Ado-Ekiti.*
- f) Corporate Affairs Commission (CAC) Certificate for ***(Corporate bodies only)***
- g) Three (3) Years Tax Clearance Certificate – Current Years: As issued and duly signed by the **Ekiti State Internal Revenue Services**, *Revenue House, Fajuyi Park, Ado-Ekiti.*
- h) Three (3) Years Ekiti State Development Plan Levy: As issued and duly signed by the **State Internal Revenue Services** (the acceptability is subject to confirmation from the office of the State Chairman EKIRS), *Revenue House, Fajuyi, Ado-Ekiti*

Specific Requirements

a) Site Inspection Report – Feasibility Report

- i. For any land that exceeds 5,000 sqm, a *Feasibility Report is required*)
- ii. A *feasibility report* is compulsory for **Agricultural purposes**

Additional Requirements

b) Private lands acquired for the purpose of constructing a **Filling Station, Sawmill, and other industries require the below-supporting documents: -**

- i. Feasibility Report: As duly carried out, certified, and approved by the **State Bureau of Land Services, Ekiti State Revenue House, Beside Tantalizer Building, Fajuyi Area, Ado Ekiti, Ekiti State**
- ii. Fire Service Report: As duly carried out, certified, and approved by the **State Fire Services** (the acceptability is subject to confirmation from the Office of the State Fire Service, Fajuyi, Ado-Ekiti)
- iii. Police Report: As duly carried out, certified, and approved by the **Nigeria Police Force** (the acceptability is subject to confirmation from the Office of the State Fire Service)

Step 4: Form Filling:

Login to your account with the link: [Applications - Ekiti State Land Management Information System](#) with your credentials and fill out the form with all the supporting documents attached and make the payment of the required fees as applicable.

The end-to-end illustration of the process and the specified timeframe for each procedure for applicants to obtain CofOs is as highlighted in the table below:

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD
i.	Applicant	Logs into LMIS • Upload Survey • Request for Validation of Survey		
ii.	Surveyor General	Receives notification for request • Verifies the attached Survey • If it is authentic, the survey is digitized and all the pillar details are filled into the appropriate columns • Clicks the complete the request button and sends it back to the applicant		
iii.	Applicant	Receives the digitized Survey • Applies for CofO • Attaches supporting documents:	Application Form Fees = ₦5,000.00 <i>(This payment is</i>	Online through REMITA with the appropriate

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD
		<ul style="list-style-type: none"> • Makes payment • Submits Application 	<i>made at the initial stage of the application)</i>	Economic Code
iv.	HQ Desk Officer (Application vetting)	<p>Verifies the adequacy of the supporting document</p> <ul style="list-style-type: none"> • If not satisfactory, issues compliance directive, add a remark, and clicks the compliance directive button 		
v.	Applicant (Compliance Directive)	<p>Receives notification and then logs into LMIS</p> <ul style="list-style-type: none"> • Reviews the compliance directive • Makes necessary corrections • Re-submit 		
vi.	HQ Desk Officer (Application vetting)	<p>Receives the notification</p> <ul style="list-style-type: none"> • Reviews the application • If Ok, calculates processing fees • Adds remarks and accepts 		
vii.	Applicant (Make payment)	<p>Receives notification</p> <ul style="list-style-type: none"> • Logs into the system • Generates invoice and makes payment • Confirms the payment 	C of O Processing Fees: - <i>(This payment is made after the area office application vetting)</i> The payment is land use base (see annexure) as applicable.	Online through REMITA with the appropriate Economic Code
viii.	Area Land Officer (Schedule inspection)	<p>Receives notification and logs into the system</p> <ul style="list-style-type: none"> • Opens inspection tab • Clicks inspection button and schedules inspection • Adds remarks and accepts <p><i>NB- scheduling the inspection process is done within 48 hours (two days); the process for the joint inspection of land is expected to be completed within another 48 hours (two days) after which the inspection report would be issued to the applicant..</i></p>		
ix.	Applicant (Confirm Inspection)	Declines, Click to Re-schedule or Confirm Inspection		
x.	Area Land Officer (Upload inspection report)	<p>Carries out inspection and documents the report</p> <ul style="list-style-type: none"> • Receives notification and logs into the system • Opens supporting document tab and selects Upload Document button • Adds remark and clicks Accept button 		

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD
xi.	HQ Desk Officer (HQ Application Review)	Review the inspection report <ul style="list-style-type: none"> • If not satisfactory, add compliance directive comment, add remarks, and click the return button • Otherwise, add a remark and click the Accept button 		
xii.	Deputy Director Deemed Right (Inspection report review)	Review the report <ul style="list-style-type: none"> • If ok, add remarks and click Accept. Otherwise, issue compliance directives 		
xiii.	Publication	Computation of the list of applicants and the location of their respective land for advert publication in a National Newspaper		
xiv.	Engrossment Officer (Engrossment Review)	View payment tab, <ul style="list-style-type: none"> • Calculate Ground Rent • View certificate • Add remarks and Accept 		
xv.	Director Deemed Right (Direct or Review Inspection Report)	View application details <ul style="list-style-type: none"> • if satisfied, add remarks and accept otherwise issues compliance directives 		
xvi.	Executive Secretary (Inspection Report Review)	Review application <ul style="list-style-type: none"> • if satisfied, add remarks and accept otherwise issues compliance directives 		
xvii.	Director General (Application review)	Review application <ul style="list-style-type: none"> • if satisfied, add remarks and accept otherwise issues compliance directives 		
xviii.	Executive Governor (Approval)	Review the application including the previous remarks <ul style="list-style-type: none"> • View signature tab • either attach signature or upload new signature • Add remarks and approve 		
xix.	Director Land Service (Calculate stamp duty)	Review the application <ul style="list-style-type: none"> • Calculate stamp duty • Add remarks and accept 		
xx.	Applicant	Receives notification and logs in <ul style="list-style-type: none"> • Makes payment • Confirms payment 	Stamp Duty Payment: - 3 % current value of the specified property – <i>(This payment is made after the Executive Governor has approved the Certificate of Occupancy)</i>	Online through REMITA with the appropriate Economic Code
xxi.	Director Land Service	Review the payment <ul style="list-style-type: none"> • Add remarks and accept 		

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD
xxii.	Desk officer Deed Registry	Reviews the application <ul style="list-style-type: none"> • If satisfied, Registers Certificate otherwise issue compliance directive • Add remarks and Accept 		
xxiii.	Director Deeds Registry	Review the application <ul style="list-style-type: none"> • If satisfied, open the signature tab and append signature • Add remarks and approve • Print original and counterpart copies 		
xxiv.	Applicant	Receives notification and login into the system		

Step 5: Application Submission

Submission is made by completing the fill-out and by clicking the submit button

Confirmation of Application:

Upon Submitting your application form, applicants will be provided feedback in your email with a unique acknowledgement receipt containing the applicant's file number.

Processing Timeline:

The submitted application is processed **within 30 Working Days** from the date of submission of application and payment described in step 4 above to the final stage for collection of Certificate of Occupancy.

Step 6: Collection of Approved C of O.

Successful applicants are notified via text, call, and email for collection between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays)

For inquiries or complaints please contact the Desk Officers, ESV. Dumni Korede Owa on +234-8035763116, Mr. Oluwalade Timothy S.+234-8035859506 (between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays)

Or visit the Bureau of Land Services @ Ekiti State Revenue House, Beside Tantalizer Building, Fajuyi Area, Ado Ekiti, Ekiti State.

e-mail | blm@ekitistate.gov.ng | <https://ekitigeospatial.com/>;

www.ekitistate.gov.ng

Mr Adenigba Adebayo
Executive Secretary, Bureau of Land Services
22nd December, 2023

Annexure 1

EKITI STATE GOVERNMENT BUREAU OF LAND SERVICES

C. of O. PROCESSING APPROVED FEES ORDER					
S/N	LOCATION	LAND-USE	AREA (SQ MTR)	REQUIREMENTS	COST ₦
1.	Ado-Ekiti (State Capital)	Residential	0-1000 Sqmtrs	Application Form	5,000.00
	C. of O. Fee			50,000.00	
	Excess of above 1000sqmtr			Additional 50.00/Sqmeter	
	Local Government Headquarters			Land-Use Clearance	2,000.00
				Advertisement	10,000.00
				Surveyor-General Approval	5,000.00
				Stamp Duty (EKIRS)	3% of the Land Value
				Application Form	5,000.00
				C. of O. Fee	50,000.00
				Excess of above 1000sqmtr	Additional 37.50/sqmeter
				Land-Use Clearance	2,000.00
				Advertisement	10,000.00
				Surveyor-General Approval	5,000.00
				Stamp Duty (EKIRS)	3% of the Land Value
				Stamp Duty (EKIRS)	37.50/sqmeter
	Other Towns			Application Form	5,000.00
				C. of O. Fee	50,000.00
				Excess of above 1000sqmtr	Additional 25.00/Sqmeter
				Land-Use Clearance	2,000.00
				Advertisement	10,000.00
				Surveyor-General Approval	5,000.00
				Stamp Duty (EKIRS)	3% of the Land Value
2.	Ado-Ekiti (State Capital)	Agricultura I	1 st 1 Hectare (15 Plots)	Application Form	5,000.00
	C. of O. Fee			100,000.00	
				Excess of above 1 Hectare	Additional 10,000.00/Hectare
				Land-Use Clearance	5,000.00
				Advertisement	10,000.00
				Surveyor-General Approval	5,000.00
				Stamp Duty (EKIRS)	3% of the current value of the specified property (valuation based on professional judgment)
	Other Local Government Area			Application Form	5,000.00
				C. of O. Fee	50,000.00
				Excess of above 1 Hectare	Additional

C. of O. PROCESSING APPROVED FEES ORDER

S/N	LOCATION	LAND-USE	AREA (SQ MTR)	REQUIREMENTS	COST ₦
				Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
	Other Towns			Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00 50,000.00 Additional 2,500.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
3.	Ado-Ekiti (State Capital)	Industrial	1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00 100,000.00 10,000.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
			Excess		
	Other Local Government Areas		1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00 50,000.00 5,000.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
	Other Towns		1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00 50,000.00 2,500.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)

