

### **REQUIREMENTS FOR LAND APPLICATION**

1. Valid national identity card for individual applicants or valid Passport
2. TIN and URA Tax Clearance, in case of a foreign firm, attach Clearance from the respective country
3. True Certified copies of Certificate of incorporation' registration for both local and international firms.
4. True certified copies Of Memorandum and Articles of Association
5. True certified copies of particulars of Directors Registered Constitution if it is a Cooperative Society ie; true
6. Certified copy
7. Investment/ Business Plan
8. True certified copy of a special resolution if it's a Company  
(Company agreeing to apply for lease of land)

### **REQUIREMENTS FOR EXTENTION OF LEASE**

1. A copy of certificate of title
2. A copy of the lease offer incase a title was not processed
3. Photographs of the development on the Land
4. Occupation permit for full term extensions
5. National identity card
6. Proof of payment of ground rent
7. Contacts

### **REQUIREMENTS FOR TENANCY AGREEMENTS**

1. Covering letter from user ministry.
2. Cover letter from valuation department communicating the value.
3. Valuation report
4. If it is a new tenancy, must be approved by Solicitor general
5. Must be prepared by government conveyancer, land registration Department
6. Must have paid stamp duty through URA

7. Must be properly signed by the land lord and witnessed on all pages. Nb.in case the value has been increased, There must be a forwarding letter from Cgv communicating the increase

8. Contacts

#### **REQUIREMEN FOR NEW LAND APPLICATIONS INDIVIDUALS**

1. Application form 7 (triplicate)

2. Payment of application fee of 20,000/= To URA

3. Location map/deed print identifying the

4.3 passport photos

5. National id/identification documents

6. Where the land is registered in the name Of ULC, a copy of title should be attached

7. Contacts

#### **B. Company**

##### **DOCUMENTS OF INCORPORATION**

1. Memorandum of association

2. Articles of association

3. Constitution of the corporate body.

4. Contacts

#### **REQUIREMENTS FOR SUBDIVISION**

1. A copy of certificate of title

2. Photographs of the development on the Land

3. Occupation permit for full term Extensions

4. National identity card

5. Proof of payment of ground rent Arrears.

6. Contacts

## **REQUIREMENTS FOR APPLICATION FOR LAND FUND**

1. Application forms
2. Copy of land title
3. Search letter from land registration
4. LC 1 letter
5. Passport size photos x3
6. Copy of national id
7. Cover letter (request for land compensation)