



ONDO STATE GOVERNMENT

PROCEDURES FOR LAND TITLE REGISTRATION IN ONDO STATE

www.ondominlands.org

Processing of land title in Ondo State is statutorily guided by provisions of relevant laws such as the Land Use Act (LFN 2004), State Land Laws (Ondo State Laws, 2006), Land Instrument Registration Laws (Ondo State Laws, 2006), Property Laws (Ondo State Laws, 2006), Survey Laws (Ondo State Laws, 2006) among others. The procedure has been made so simply and the State has currently embarked on land title digitization with security measures and e-archiving system for ease of property search and confirmation.

Steps for property titling/registration in Ondo State:

- Obtain and complete the application form at the rate of ₦10,000 from the Department of Deemed Rights, Ministry of Lands and Housing at Oyemekun road, Akure or at the following Area Lands Offices:
 1. Akoko: State Secretariate Annex, Tanimowo Complex, Ikare-Akoko
 2. Owo: Min. of Works Yard, GRA along Iyere Road, Owo
 3. Ondo: Min of Works Yard, along Ademuwagun road, Ondo
 4. Ore: Min of Works Yard, along Old Lagos Road, Ore
 5. Okitipupa: Ministry of Lands and Housing, GRA Oke Oyinbo, Okitipupa.Annex Applicant may also appoint an Attorney to process title on his/her behalf through a Power of Attorney.
- Submit all relevant documents for proper assessment to the contact section of the Deemed Rights Dept. Ministry of Lands and Housing, Akure. Determination of fees payable, acknowledgement of application and issuance of payment advice at the contact section. Assessment of the application is made within a day and the required documents are listed as shown under ***“Documents Required for Land Title Registration”*** below.

- Make payment of necessary statutory fees in any commercial bank in the State using the revenue code obtained at the Ministry of Lands and Housing. Exchange the teller with an e-Receipt from the Ondo State Internal Revenue Service (ODIRS) official within the Bank where the payment was made. The fees schedule for all categories of application is attached in Annex 1.
- Publication of application by the Department of Deemed Rights in the daily newspaper for a period of 21 days. All caveats, if any, are expected to be received within the 21 days period.
- Successful applicants will be contacted either through phone call or email for a joint inspection of the subject sites after the expiration of the 21 days period.
- After site inspection, successful applications will be processed further for approval, stamping and registration within 10 working days.
- Successful Applicants will be notified by phone call or email to come for issuance of their CofO at the Department of Deemed Rights upon completion of necessary official activities.

Document Requirements for Land Title Registration (Individual)

1. Completed application form with passport photograph attached
2. 2 copies of survey plans of the property approved by the Office of the Surveyor-General
3. Original copy of evidence of ownership such as purchase receipt, sales agreement, sworn affidavit etc
4. Photocopy of current tax clearance certificate. Applicant can contact the headquarters or any branch office of Ondo State Internal Revenue Service (ODIRS) or visit www.odirs.ng
5. Photocopy of valid identification card such as driver's license, voters' card, National I.D card and International Passport.

6. Evidence of payment of Ondo State Development levy issued by Ondo State Internal Revenue Service (ODIRS). Visit www.odirs.ng for more information.
7. Evidence of payment of statutory fee
8. If property is developed, a copy of a building plan prepared and approved by the Ministry of Physical planning and Urban Development will also be submitted. Visit www.ODSGbuildingpermit.gov.ng for more information.

Documents Required for Land Title Registration (Joint Ownership)

1. Completed application form with passport photographs of each applicant attached
2. 2 copies of approved survey plans of the property
3. Original copy of evidence of ownership
4. Photocopy of current tax clearance certificate for each applicant. Applicant can contact the headquarters or any branch office of Ondo State Internal Revenue Service (ODIRS) or visit www.odirs.ng
5. Photocopy of valid identification cards
6. Evidence of payment of Ondo State Development levy issued by Ondo State Internal Revenue Service (ODIRS). Visit www.odirs.ng for more information.
7. Evidence of payment of statutory fees
8. If property is developed, a copy building plan prepared and approved by the Ministry of Physical planning and Urban Development will also be submitted. Visit www.ODSGbuildingpermit.gov.ng for more information.

Documents Required for Land Title Registration (Corporate Organisation)

1. Completed application form with the stamp or seal of the organisation affixed
2. 2 copies of approved survey plans of the property
3. Original copy of evidence of ownership

4. Photocopy of current tax clearance certificate. Applicant can contact the headquarters or any branch office of Ondo State Internal Revenue Service (ODIRS). Visit www.odirs.ng for more information.
5. Photocopy of Certificate of incorporation of the organisation
6. Evidence of payment of Ondo State Development levy. Visit www.odirs.ng for more information.
7. Feasibility report of the project if land is above 5,000 Sq Mts and undeveloped
8. Evidence of payment of statutory fee
9. If property is developed, a copy of building permit prepared and approved by the Min of Physical planning and Urban Development will also be submitted. Visit www.ODSGbuildingpermit.gov.ng for more information.

Documents Required for Land Title Registration (if owner appoints an attorney)

1. Completed application form with passport photograph attached
2. Copy of power of attorney donated by the owner. The power of attorney must be prepared by a lawyer with payment of Stamp duty and affixed NBA stamp. The content of the document (i.e Power of Attorney) should convey the authorisation of the representative of the landowner to apply for title on his/her (applicant's) behalf.
3. 2 copies of approved survey plans of the property
4. Original copy of evidence of ownership
5. Photocopy of current tax clearance certificate. Applicant can contact the headquarters or any branch office of Ondo State Internal Revenue Service (ODIRS). Visit www.odirs.ng for more information.
6. Photocopy of valid identification card
7. Evidence of payment of Ondo State Development levy issued by Ondo State Internal Revenue Service (ODIRS). Visit www.odirs.ng for more information.
8. Evidence of payment of statutory fee

9. If property is developed, a copy of building permit prepared and approved by the Ministry of Physical planning and Urban Development will also be submitted. Visit www.ODSGbuildingpermit.gov.ng for more information.

How long will it take to process Land Title in Ondo State?

Processing of Certificate of Occupancy takes maximum of 60 days which includes the 21 days period of publication. However, if applicant does not receive his/her CofO after 60 days of application, the applicant should visit the Dept of Deemed Rights, Ministry of Lands and Housing or contact the following numbers between the hours of 12pm-4pm of any working day:

Director of Lands : +2348034745333

Director of Deemed Rights : +2348060892522

Agencies involved in processing of land title in the State:

- Min. of Lands and Housing
- Ondo State Board of Internal Revenue Services (ODIRS)
- Min of Physical Planning and Urban Development
- Office of the Surveyor General

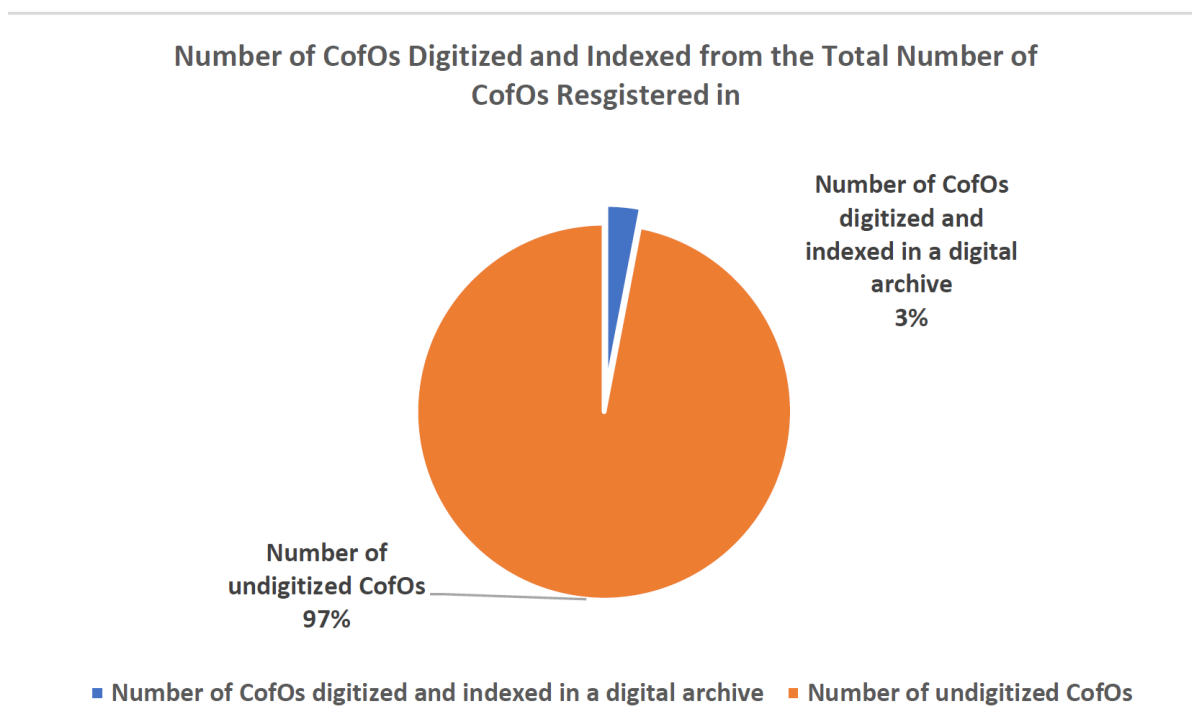
*For further enquiries, contact: +2348033620045 or +2348034745333 or +2348060892522
between the hours of 8am-4pm of any working day*

Signed
Permanent Secretary
Ondo State Ministry of Lands and Housing
14th November 2022

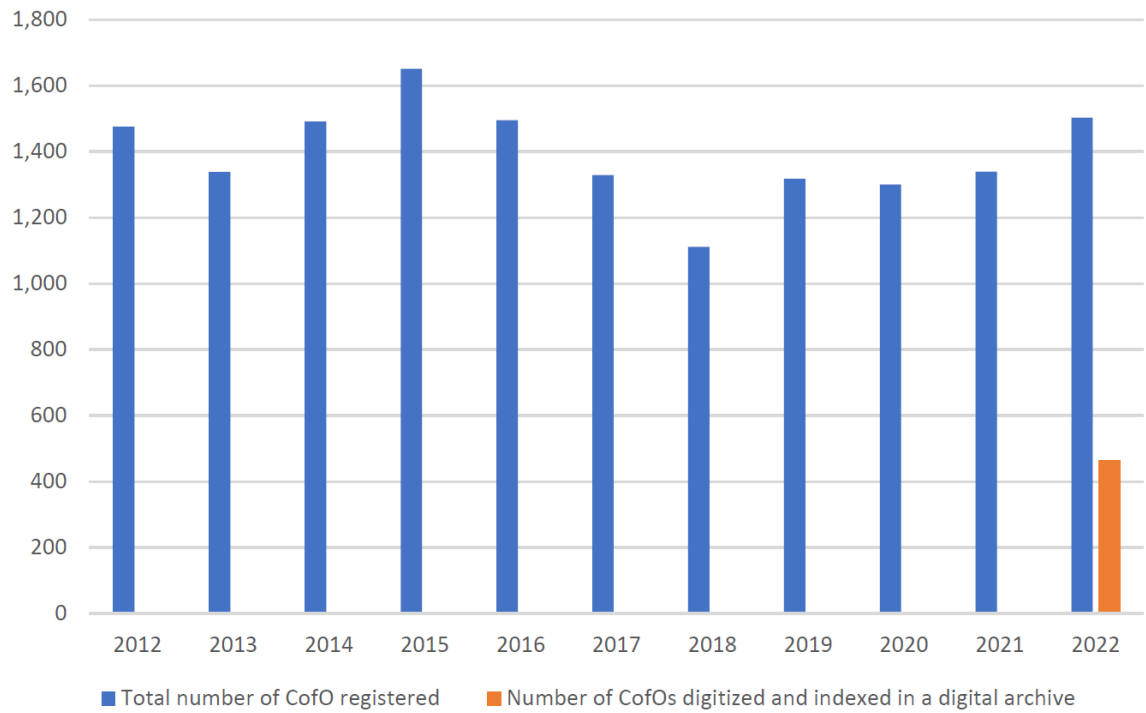
Details of Titles Registered in Ondo State

Description/year (Jan- Sept)	Total number of CofO registered	Number of CofOs digitized and indexed in a digital archive	Number of undigitized CofOs
2012	1,476	-	1476
2013	1,339	-	1339
2014	1,492	-	1492
2015	1,651	-	1651
2016	1,495	-	1495
2017	1,329	-	1329
2018	1,112	-	1112
2019	1,318	-	1318
2020	1,301	-	1301
2021	1,340	-	1340
2022	1,503	464	1039

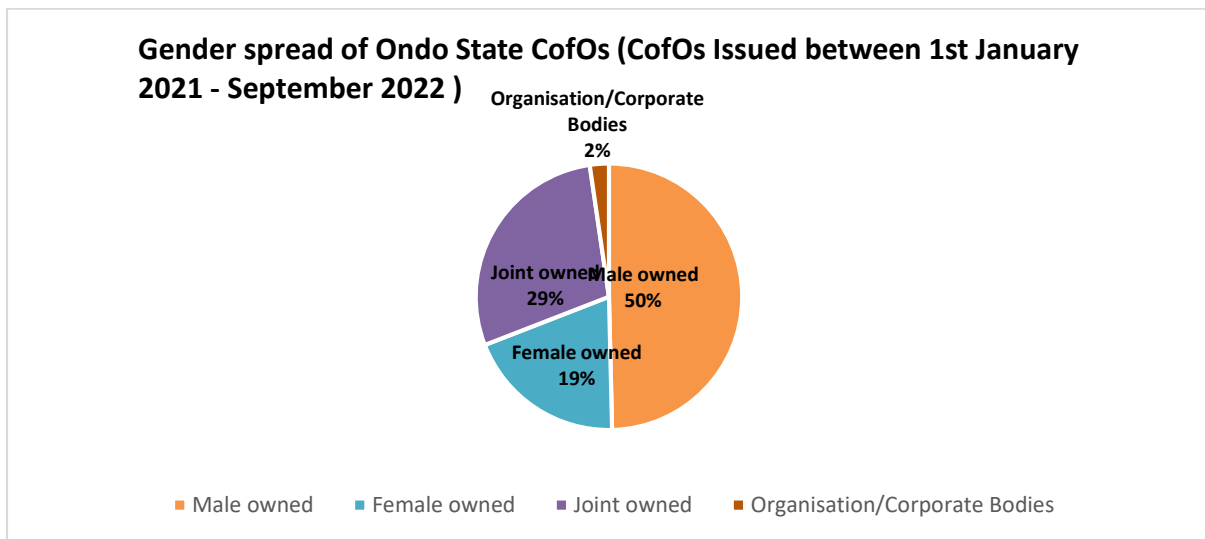
The above records covers 1st Jan, 2012 to 30th Sept, 2022



Certificates of Occupancy (CofO) Issued From 1st January 2012 - September 2022



Ownership type	CofO issued (Jan 21-Dec 21)	CofO issued (Jan 22- Sept 22)
Male owned	665	643
Female owned	261	332
Joint owned	383	456
Organizations/Corporate Bodies	31	72
Total	1340	1503



SIGNED:

PERMANENT SECRETARY

ONDO STATE MINISTRY OF LANDS AND HOUSING

14TH NOVEMBER 2022