



ONDO STATE MINISTRY OF LANDS AND HOUSING, OYEMEKUN ROAD, AKURE, ONDO STATE

PROCESSES AND PROCEDURES FOR APPROVAL OF SUBSEQUENT TRANSACTION (DEED OF ASSIGNMENT AND DEED OF LEGAL MORTGAGE)

In line with the provision of Lands Use Act No. 6 of 1978 Section 22. The regulatory process of application for obtaining the Governor's Consent for Issuance of Deed of Assignment and Deed of Legal Mortgage is as stated below:

It is essential to note that for any subsequent transaction to be carried out, there must be an existing and subsisting Title on Land (Certificate of Occupancy)

Stage 1.

- **Obtain Subsequent Transaction Form and payment**

The applicant shall obtain subsequent transaction application form from the Ondo State Ministry of Lands and Housing, Oyemekun road, Akure between the hours of 9:00am to 4:00pm Monday to Friday (except on public holidays). The Applicant is required to pay N10, 000.00 application form fee into the designated Government account of any commercial banks, and proceed to change the teller to e-receipt at the Ondo State Internal Revenue Service Office, Revenue House, Igbatoro road, Alagbaka, Akure or any ODIRS tax station across the 18 local government area of the state ([*ODIRS tax station link here*](#))

Stage 2.

- **Submission of the Form and Required Documents:**

The applicant shall submit the duly completed application form and receipts of payments obtained from the Ondo State Internal Revenue Service alongside relevant documents to the Ondo State Ministry of Lands and Housing, Oyemekun road, Akure between the hours of 9:00am to 4:00pm Monday to Friday (except on public holidays).

Requirements for Registration of Deed of Assignment

- Three (3) Years Tax Clearance Certificate of the assignee – Current Years: As issued and duly signed by the Ondo State Internal Revenue Service, Revenue House, Igbatoro road, Alagbaka, Akure
- Development Levy Receipt: As issued and duly signed by the Ondo State Internal Revenue Service.
- Valuation Report (Prepared by registered Estate Surveyor and Valuer)
- 2 copies of Deed of Agreement that is Signed, Sealed and Delivered (within 3 months of preparation)
- Evidence of Stamp Duty Fee. As issued and duly signed by the Ondo State Internal Revenue Services,

Requirements for Registration of Deed of Legal Mortgage

- Letter of Introduction from the Mortgagee (Financial Institutions)
- Three (3) Years Tax Clearance Certificate of the mortgagor – Current Years: As issued and duly signed by the the Ondo State Internal Revenue Service, Revenue House, Igbatoro road, Alagbaka, Akure
- Development Levy Receipt: As issued and duly signed by the Ondo State Internal Revenue Service
- Valuation Report (Prepared by registered Estate Surveyor and Valuer)
- 2copies of Deed of Legal Mortgage Agreement that are Signed, Sealed and Delivered (within 3 months of preparation).
- Evidence of Stamp Duty Fee: As issued and duly signed by the Ondo State Internal Revenue Service

Confirmation of Application:

- Upon Submitting the application form, applicants will be provided feedback via telephone call within 48 hours for confirmation of the submission of their application

Stage 3.

Recommendation for approval of the Governor:

After the submission of the application form with the required documents, Ondo State Ministry of Lands and Housing shall process the application for the approval of the Governor. The submitted application is processed **within 30 Working Days** from the date of submission of application and payment, to the final stage for collection of Deed of Assignment and Legal Mortgage.

Stage 4.

Payment of the Stamp Duty Fee and Stamping of Agreement:

The applicant is required to make payment for the stamp duty fee and stamping of the Agreement at the Ondo State Internal Revenue Service Office, Revenue House, Igbatoro road, Alagbaka, Akure or any ODIRS tax station across the 18 local government area of the state ([ODIRS tax station link here](#))

Stage 5.

Registration of the Stamp Duties Agreement by the Registrar of Deeds at Deed Registry Department, Ondo State Ministry of Lands and Housing, Oyemekun road, Akure between the hours of 9:00am to 4:00pm Monday to Friday (except on public holidays).

Stage 6.

Collection of the Registered Agreement from the Deed Registry:

Successful applicants are notified via telephone call for collection between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays). The collection point is the Deed Registry, Ondo State Ministry of Lands and Housing, Oyemekun road, Akure

For further enquiries, contact: +2348060892522 between the hours of 8am-4pm on Monday to Friday excluding public holidays

SIGNED:
PERMANENT SECRETARY
ONDO STATE MINISTRY OF LANDS AND HOUSING
12TH FEBRUARY, 2025