



ENUGU STATE GOVERNMENT
ENUGU STATE MINISTRY OF LANDS AND URBAN DEVELOPMENT (MLUD)
STATE SECRETARIAT COMPLEX
**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CERTIFICATE OF OCCUPANCY IN
ENUGU STATE**

Pursuant to the provisions of “Land Use Act”

Step 1: Submission of application

Obtain and submit application form for Statutory of Occupancy at Land Use and Allocation committee office. Complete and submit application form at Land Use and Allocation committee office with the following documents:

- Application form
- Affidavit form
- Lease Agreement
- Survey Plan
- 3 years Tax Clearance Certificate
- Right Non-refundable fee receipt
- Manifest and teller and at least 3 copies of Survey Plan
- Index file
- Deed of Lease

Applications are submitted at the Land Use and Allocation Committee Unit. The application is vetted, and a demand notice issued for the payment of the relevant fees

Step 2: Payment and processing of application

The relevant fees contained in the demand notice will include the following:

Description	Cost
Non-Refundable fee	
Individual application	₦30,000
Corporate application	₦50,000
Approval/Preparation/Registration	₦85,000
Charting fee	₦20,000
Computer levy	₦5,000
Publication /Inspection fees	₦ 3,000

Survey Check	<u>N</u> 5,000
Stamp Duty on CofO	100
Printing of CofO	₦ 10,000

Payment is made into the Enugu State Consolidated account via interswitch online or at any of the commercial banks using the revenue code indicated on the demand notice

Step 3: Collection of Certificate of Occupancy

On completion of all the above steps, the applicant is notified by either text or phone call to visit the office of deeds registry for the collection of Certificate of Occupancy.

Timeframe:

The entire timeframe for processing the application to issuance and collection of the CofO takes 3 months

For more information, enquiry or complaints please visit the MLUD office at Ministry of Lands (Old Secretariat Complex)Colliery Avenue GRA Enugu or call: +234 8175660266

Signed:

Honourable Commissioner
Enugu State Ministry of Lands and Urban Development (MLUD)