



Kano State Bureau for Land Management

PROPERTY REGISTRATION GUIDELINE (DIRECT)

The Land Use Decree of 1978 States that all lands in the State are vested on the Governor who shall hold it in trust and administer it for the benefit of all. Hence, the allocation of land especially in urban areas and its disposition is the prerogative of the Governor and every Nigerian has the right to apply.

1. Obtain the statutory right of occupancy application form for individuals at Kano State Bureau for Land Management, at no.2 Dr Bala Muhammad Way, Nassarawa G.R.A. Kano. (+234)08033579665. The application forms are at the cost of Ten Thousand Naira only (N10,000)
2. Applicants are required to attached the following Documents together with the Application Form
 - ✓ Two recent Passport Photograph
 - ✓ National ID Card or International Passport or Driver's License or Voter's Card
 - ✓ Land Transfer Documents such as Sales Agreement or Deed of Transfer or Inheritance Document ✓ Site Plan
 - ✓ Evidence of Personal Income Tax or Current Tax Clearance Certificate.
 - ✓ In lieu of Tax Clearance, Applicants in the diaspora will be required to pay a Development Levy of N100,000:00 to Kano State Bureau for Land Management Jaiz Bank Account Number 0001876653
 - ✓ Utility Bill or National Identification Card to verify Applicant's Home Address ✓ Court Affidavit and Police Report for lost or stolen documents
 - ✓ If Using an Authorized Representative, a signed letter/ form, and photo ID

All to be submitted E-Registry with the evidence of payment via email eregistry@land.kn.gov.ng or to our office at no. 2 Dr Bala Muhammad Way, Nassarawa G.R.A. Kano.

3. Applicants can pay online with PayDirect or Interswitch E-Payment and also they can pay by Bank Transfer but you must generate Invoice to get the transaction ID for easy payment verification with following bank details
Bank: Jaiz Bank, Account Number: 0001876653, Account Name: Kano State Bureau for Land Management
A non-refundable deposit of Fifty Thousand Naira (N50,000) Prime Charge (Processing Fee). And there is other fees such as the Premium and Current Ground Rent will also be charged but will be given at the offer stage.
4. Land Department will commission the file, with all the relevant document submitted and forward to Cadastral Department for Charting, reporting and indexing for correspondence.
5. Applicants whose documents have been cleared by the Vetting and Cadastral Units will receive an Acknowledgement Letter, while Applicants whose documents are not complete will be issued an incomplete Notice to rectified
6. All successful Applicants will receive an Offer Letter (R of O), an Invoice for the final survey processing fees (Ground Rent, Premium and Development Levy), and Acceptance Letter, unless a Plot Identification/ Inspection is needed. Contact the Kano State Bureau for Land Management if you do not receive your Offer Letter after one week (weekends and public holidays exempted). See approved cost estimates for regular land size applications
7. Return your signed Acceptance Letter with evidence of payment of all fees to Kano State Bureau for Land Management. Please note that a maximum of 3 installment payments are acceptable and Applications cannot be further processed until full payments are paid.
8. After verification and vetting the Land Department recommend the issues of the Certificate where by the certificate will follow hierarchical order for signing from Director Land to Director General to The Executive Governor.
9. Successful Applicants will be notified by phone and or by email when their Certificates of Occupancy are ready for collection. All collections shall be at Kano State Bureau for Land Management within the hours of 9 a.m. and 4 p.m., Monday to Friday (excluding public holidays). We are committed to a Thirty working day (30 working days) processing period after all Fees and Charges are paid. Contact Kano State Bureau for Land Management if you have not received your collection notification after 30 working days.

For further information refer to the Kano State Bureau for Land Management office at no. 2 Dr Bala Muhammad Way, Nassarawa G.R.A. Kano, or call (+234)08033579665, or via email info@land.kn.gov.ng, or visit our website <https://land.kn.gov.ng>

Signed
Dr Zainab Braji

