



EKITI STATE BUREAU OF LANDS SERVICE
REVENUE HOUSE, FAJUJI, ADO-EKITI, EKITI STATE
blm@ekitistate.gov.ng ; +234-7064489481

THE SERVICE LEVEL AGREEMENT (SLA)
FOR
THE EKITI STATE BUREAU OF LAND
SERVICES.

This document establishes the standards and expectations for the Bureau's services.

Service Level Agreement (SLA)

1. Introduction

This Service Level Agreement (SLA) delineates the specific scope of services, performance standards, responsibilities, and terms of engagement between the Ekiti State Bureau of Land Services (hereafter referred to as "the Bureau") and its diverse clientele, including individuals, corporate entities, and government bodies seeking a range of land-related services.

The document provides a comprehensive overview of the services offered by the Bureau, which include but are not limited to land acquisition assistance, land registration, title issuance, land surveying, valuation services, and dispute resolution related to land matters. The SLA aims to establish clear and mutual expectations regarding the quality, efficiency, and timeliness of these services, thereby assuring clients that their needs will be addressed with the utmost professionalism.

Key performance indicators (KPIs) are outlined within this agreement to quantify the level of service expected. These may include response times for inquiries, processing times for applications, and measures of service quality based on client feedback.

Additionally, the SLA defines the responsibilities of both the Bureau and its clients. The Bureau commits to providing thorough, accurate, and timely services, while clients are expected to provide necessary documentation, information, and cooperation to facilitate the service processes.

The purpose of this SLA is to foster a transparent and collaborative relationship between the Bureau and its clients, ensuring that all services rendered meet established standards of quality and performance. By doing so, this agreement seeks to enhance customer satisfaction, promote efficiency in service delivery, and contribute to the effective management of land resources within Ekiti State.

The purpose of this SLA is to:

- i. Define the services provided by the Bureau
- ii. Establish the service levels and targets for these services
- iii. Outline the responsibilities and roles of the parties involved
- iv. Provide a framework for monitoring, reporting, and resolving issues
- v. Ensure that the Bureau meets its service obligations and commitments

2. Scope of Services

The Bureau provides the following services:

- Issuance of Certificates of Occupancy (C of O).
- Land Administration and management.
- Land registration and titling.
- Processing land allocation applications.
- Registration of Deed of Legal Mortgage
- Registration of Deed of Assignment
- Registration of Deed of Gift
- Registration of Deed Sublease
- Registration of Land Sales Agreement
- Registration of Deed of Release

- Registration of Power of Attorney
- Registration of Certified True Copy
- Registration of Conduct of Search
- Surveying and mapping services.
- Verification and authentication of land documents.
- Resolution of land-related disputes.
- Advisory services on land policies and regulations.

3. Service Commitments and Performance Standards

The Bureau is committed to delivering quality, timely, and professional services. Specific performance metrics include:

Service	Standard Delivery Timeframe	Performance Indicator
Issuance of Certificate of Occupancy	30 working days (after all requirements are met) ¹	Time taken to issue C of O post-application approval.
Land registration and titling	30 working days	Completeness and accuracy of documents.
Registration of Deed of Legal Mortgage	30 working days (after all requirements are met) ²	Completeness and accuracy of documents.
Registration of Deed of Assignment	30 working days (after all requirements are met) ³	Completeness and accuracy of documents.
Land allocation processing	60 working days	Response time to application status inquiries.
Surveying and mapping services	25 working days	Accuracy of survey plans provided.
Document verification and authentication	15 working days	Response rate to verification requests.
Dispute resolution	30 working days	Number of resolved cases within the stipulated time.
Advisory services	Within 5 working days of the request	Timeliness and relevance of advice provided.

4. Responsibilities of the Bureau

The Bureau shall:

- i. **Acknowledge Client Inquiries Promptly:** All client inquiries or requests will be acknowledged within a maximum of 2 working days. This ensures that clients feel valued and informed about the progress of their queries from the outset.
- ii. **Provide Comprehensive Guidance:** Clients will receive detailed and clear guidance regarding application processes and the specific documentation required for their requests. This information will be readily accessible, with an appendix included to outline all necessary steps and forms to simplify the procedure.

¹ Kindly see the annexure for the regulatory process of the issuance of Certificate of Occupancy.

² See the annexure for the regulatory and application processing of issuance of Registration of Deed of Legal Mortgage.

³ See the annexure

- iii. **Uphold Confidentiality and Data Security:** The Bureau is committed to maintaining the highest standards of confidentiality and data security concerning client information. This includes implementing robust security measures to protect sensitive data from unauthorized access or breaches.
- iv. **Adhere to Relevant Laws and Ethical Standards:** All operations and services provided by the Bureau will strictly comply with applicable land laws and regulations, as well as ethical standards. This commitment ensures fair and just treatment for all clients, fostering trust and integrity in our processes.
- v. **Ensure Transparent Communication:** Clients will receive regular feedback and updates on the status of their services. This includes timely notifications regarding any developments or changes to their applications, thus promoting a culture of transparency and keeping clients informed throughout the process.

5. Client Responsibilities

Clients who wish to access the services provided by the Bureau are required to adhere to the following detailed guidelines:

- i. **Submission of Documentation:**

Clients must ensure that all documentation submitted is complete, accurate, and fulfils the specific requirements outlined by the Bureau (see the appendix for required documentations). This may include forms, identification, and any other relevant records necessary for processing their requests.

- ii. **Payment of Statutory Fees:**

It is essential for clients to pay all applicable statutory fees in a timely manner. This includes understanding any deadlines associated with these payments and ensuring that all fees are settled before services can be rendered.

- iii. **Prompt Communication:**

Clients are expected to respond swiftly to any queries or requests for additional information from the Bureau. Prompt communication is crucial to avoid delays in processing and to facilitate a smooth and efficient service experience.

- iv. **Integrity of Information:**

Clients must refrain from providing any false or misleading information in their communications or documentation. Providing accurate information is vital for maintaining the integrity of the Bureau's services and ensuring compliance with legal requirements.

- v. **Compliance with Policies and Guidelines:**

It is vital for clients to adhere to all relevant land policies and guidelines that govern the services provided by the Bureau. Familiarizing themselves with these regulations will help clients navigate the processes more effectively and avoid any potential issues.

6. Escalation and Complaint Resolution

If the Bureau does not meet the expected standards of service, clients have the option to escalate their concerns by following these detailed steps:

- i. Initial Contact: Reach out to the designated Grievance Redress Mechanism (GRM) desk officer at the Bureau. Clients can do this through
 - a dedicated phone line (+234-7064489481) or
 - by sending an email to the established contact address (blm@ekitistate.gov.ng).

It is advisable to provide specific details about the issue to facilitate a prompt response.

- ii. Formal Complaint Submission: If the initial contact does not resolve the issue, clients should proceed to file a formal complaint. This can be done by visiting the Bureau's GRM desk in person or by utilizing the online portal designed for complaint submissions. When submitting a formal complaint, it is important to include all relevant information, such as the nature of the grievance, any supporting documentation, and contact details for follow-up.
- iii. Escalation to the Office of the Special Adviser: If the issue remains unresolved despite the previous steps, clients can escalate their concerns to the Office of the Special Adviser to the Governor on Lands Matters. This step involves submitting a written request for intervention, detailing the issue and previous attempts at resolution, along with any reference numbers or correspondence related to the complaint.

7. Monitoring and Reporting

The Bureau will conduct regular and thorough service reviews on a scheduled basis to evaluate compliance with the established Service Level Agreement (SLA). These reviews will include a comprehensive assessment of performance metrics and service delivery standards. Performance reports detailing the findings of these assessments will be compiled and made accessible to all stakeholders by publishing them on the notice boards located throughout the Bureau. This will ensure transparency and keep all parties informed about the performance and adherence to the SLA.

8. Term and Amendment

This SLA remains effective and is subject to review and amendment every 12 months or as deemed necessary by either party.

Annexure



EKITI STATE BUREAU OF LAND SERVICES

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CERTIFICATE OF OCCUPANCY (CofO)

In accordance with the provisions of Lands Use Act No. 6 of 1978 Section 5 (1a-d), Section 9 (1a, 2- 4), and Section 10 a & b)

Note: A Right of Occupancy (RofO) is not required prior to obtaining a CofO in Ekiti State

Certificate of Occupancy Processing for Private Lands Application Guide

This guide explains all that is required to apply for a Certificate of Occupancy for Private Land i.e land purchased from private land owners, these include the preconditions, supporting documents the applicable, including the preconditions, supporting documents needed, the applicable payments to be made, and how to completely submit the application.

Application for Certificate of Occupancy could be obtained through the manual processes highlighted below

A. Step-by-step manual processes for Certificate of Occupancy application and issuance.

Step 1. Obtain the Statutory Right of Occupancy form

For Private Land, Obtain Form by visiting: -

Bureau of Land Services, Mutual (Revenue) House, Beside Tantalizer Building, Fajuyi, Ado-Ekiti. OR

Bureau of Land Services (Deji Ajayi Building), Right Wing, Ground Floor, State Secretariat, New Iyin Road, Ado-Ekiti. OR Call 08035763116, 08035859506. You can send email to bls@ekitistate.gov.ng

Step 2 Applicant is required to pay ₦5,000.00 application form fee into designated Government account of Commercial banks and proceed to change the teller to receipt at the Ekiti Internal Revenue Service office, opposite old Governor's office, Oke-oriomi, Ado-Ekiti

Step 3. Obtain application form and fee order from the Bureau of Land Services

Step 4. Submit duly completed application form alongside relevant documents manually and receipts of payments to the Bureau of Land Services

Processing Timeline:

The submitted application is processed **within 30 Working Days** from the date of submission of application and payment described in step 4 above to the collection of the approved CofO.

Step 5. Joint inspection of the land carried out by the applicant and desk officer of the Bureau of Land Services. *NB- scheduling the inspection process is done within 48 hours (two days); the process for the joint inspection of land is expected to be completed within another 48 hours (two days) after which an inspection report would be issued to applicant.*

Step 6. Computation of the list of applicants and the location of their respective land for advert publication in a National Newspaper.

Step 7 Engrossment of CofO and recommendation for approval of the Governor **Step 8**

Assessment of the stamp duty payable by the Director, Lands Services

Step 9 Payment of the Stamp Duty fee and Stamping of C of O at the Ekiti State Board of Internal Revenue Services

Step 10 Registration of the Approved CofO by the Registrar of Titles, Deeds Registry Department of the Bureau of Lands Services.

Step 11 Collection of the Registered C of O from Desk Officer between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays)

B. Certificate of Occupancy processing using the Automated Platform

Step 1: Pre-conditions:

The Pre-conditions for applying for C of O for Private Lands is that the Applicant must have a valid user digital registration account and this can be achieved by clicking the following web link:

[Applications - Ekiti State Land Management Information System](#)

<https://lmis.ekitistate.gov.ng/Facade/Applications>

Step 2: Account Creation:

As a new user click the link: [Applications - Ekiti State Land Management Information System](#) and then click the “Create an Individual Account Tab” or “Create a Corporate Account Tab” to create an account personal to you with your preferred valid email account as your username. Else, log in with your credential if already have an account.

Step 3: Supporting Documents:

The Supporting Documents required for the Processing of C of O for Private Lands are stated below:-

General Requirements

These are general requirements for all C of O Processing for Private Lands

- a) Passport Photograph – 2 copies
- b) Approved Survey Plan: As duly certified and approved by the **State Surveyor General**.

Office of the State Surveyor-General,

Ayodeji Ajayi Building, Ekiti State Secretariat Complex,

New Iyin Road, Ado-Ekiti

- c) Approved Building Plan - (For developed land): As duly certified and approved by the **State Ministry of Physical Planning and Urban Development**, *Ayodeji Ajayi Building, Ekiti State Secretariat Complex, New Iyin Road, Ado-Ekiti.*
- d) Land Use Clearance (For undeveloped land): As issued and duly signed by the **State Ministry of Physical Planning and Urban Development**, *Ayodeji Ajayi Building, Ekiti State Secretariat Complex, New Iyin Road, Ado-Ekiti.*
- e) Affidavit of Ownership: By two (2) Principals of the original owner of the land (Head of the family and Secretary) As issued and duly signed by the **State High Court** (the acceptability is subject to confirmation from the **State High Court**). *Ekiti State Judiciary, Near Fajuyi Park, Ado-Ekiti.*
- f) Corporate Affairs Commission (CAC) Certificate for ***(Corporate bodies only)***
- g) Three (3) Years Tax Clearance Certificate – Current Years: As issued and duly signed by the **Ekiti State Internal Revenue Services**, *Revenue House, Fajuyi Park, Ado-Ekiti.*
- h) Three (3) Years Ekiti State Development Plan Levy: As issued and duly signed by the **State Internal Revenue Services** (the acceptability is subject to confirmation from the office of the State Chairman EKIRS), *Revenue House, Fajuyi, Ado-Ekiti*

Specific Requirements

a) Site Inspection Report – Feasibility Report

- i. For **any land that exceeds 5,000 sqm**, a *Feasibility Report is required*)
- ii. A *feasibility report* is compulsory for **Agricultural purposes**

Additional Requirements

b) Private lands acquired for the purpose of constructing a **Filling Station, Sawmill, and other industries** require the below-supporting documents: -

- i. Feasibility Report: As duly carried out, certified, and approved by the **State Bureau of Land Services, Ekiti State Revenue House, Beside Tantalizer Building, Fajuyi Area, Ado Ekiti, Ekiti State**
- ii. Fire Service Report: As duly carried out, certified, and approved by the **State Fire Services** (the acceptability is subject to confirmation from the Office of the State Fire Service, Fajuyi, Ado-Ekiti)
- iii. Police Report: As duly carried out, certified, and approved by the **Nigeria Police Force** (the acceptability is subject to confirmation from the Office of the State Fire Service)

Step 4: Form Filling:

Login to your account with the link: [Applications - Ekiti State Land Management Information System](#) with your credentials and fill out the form with all the supporting documents attached and make the payment of the required fees as applicable.

The end-to-end illustration of the process and the specified timeframe for each procedure for applicants to obtain CofOs is as highlighted in the table below:

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD
i.	Applicant	Logs into LMIS • Upload Survey • Request for Validation of Survey		
ii.	Surveyor General	Receives notification for request • Verifies the attached Survey • If it is authentic, the survey is digitized and all the pillar details are filled into the appropriate columns • Clicks the complete the request button and sends it back to the applicant		
iii.	Applicant	Receives the digitized Survey • Applies for CofO • Attaches supporting documents:	Application Form Fees = ₦5,000.00 <i>(This payment is</i>	Online through REMITA with the appropriate

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD
		<ul style="list-style-type: none"> • Makes payment • Submits Application 	<i>made at the initial stage of the application)</i>	Economic Code
	HQ Desk Officer iv. (Application vetting)	Verifies the adequacy of the supporting document If not satisfactory, issues compliance directive, add a remark, and clicks the compliance directive button		
	Applicant v. (Compliance Directive)	Receives notification and then logs into LMIS <ul style="list-style-type: none"> • Reviews the compliance directive • Makes necessary corrections • Re-submit 		
	HQ Desk Officer vi. (Application vetting)	Receives the notification <ul style="list-style-type: none"> • Reviews the application • If Ok, calculates processing fees • Adds remarks and accepts 		
	vii. Applicant (Make payment)	Receives notification <ul style="list-style-type: none"> • Logs into the system • Generates invoice and makes payment • Confirms the payment 	C of O Processing Fees: - (<i>This payment is made after the area office application vetting</i>) The payment is land use base (see annexure) as applicable.	Online through REMITA with the appropriate Economic Code
	viii. Area Land Officer (Schedule inspection)	Receives notification and logs into the system <ul style="list-style-type: none"> • Opens inspection tab • Clicks inspection button and schedules inspection • Adds remarks and accepts <i>NB- scheduling the inspection process is done within 48 hours (two days); the process for the joint inspection of land is expected to be completed within another 48 hours (two days) after which the inspection report would be issued to the applicant..</i>		
	ix. Applicant (Confirm Inspection)	Declines, Click to Re-schedule or Confirm Inspection		
	x. Area Land Officer (Upload inspection report)	Carries out inspection and documents the report Receives notification and logs into the system Opens supporting document tab and selects Upload Document button <ul style="list-style-type: none"> • Adds remark and clicks Accept button 		

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD
xi.	HQ Desk Officer (HQ Application Review)	Review the inspection report If not satisfactory, add compliance directive comment, add remarks, and click the return button • Otherwise, add a remark and click the Accept button		
xii.	Deputy Director Deemed Right (Inspection report review)	Review the report • If ok, add remarks and click Accept. Otherwise, issue compliance directives		
xiii.	Publication	Computation of the list of applicants and the location of their respective land for advert publication in a National Newspaper		
xiv.	Engrossment Officer (Engrossment Review)	View payment tab, • Calculate Ground Rent • View certificate • Add remarks and Accept		
xv.	Director Deemed Right (Direct or Review Inspection Report)	View application details if satisfied, add remarks and accept otherwise issues compliance directives		
xvi.	Executive Secretary (Inspection Report Review)	Review application if satisfied, add remarks and accept otherwise issues compliance directives		
xvii.	Director General (Application review)	Review application if satisfied, add remarks and accept otherwise issues compliance directives		
xviii.	Executive Governor (Approval)	Review the application including the previous remarks • View signature tab • either attach signature or upload new signature • Add remarks and approve		
xix.	Director Land Service (Calculate stamp duty)	Review the application • Calculate stamp duty • Add remarks and accept		
xx.	Applicant	Receives notification and logs in • Makes payment • Confirms payment	Stamp Duty Payment: - 3 % current value of the specified property – <i>(This payment is made after the Executive Governor has approved the Certificate of Occupancy)</i>	Online through REMITA with the appropriate Economic Code
xxi.	Director Land Service	Review the payment • Add remarks and accept		

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD
xxii.	Desk officer Deed Registry	Reviews the application <ul style="list-style-type: none"> • If satisfied, Registers Certificate otherwise issue compliance directive • Add remarks and Accept 		
xxiii.	Director Deeds Registry	Review the application <ul style="list-style-type: none"> • If satisfied, open the signature tab and append signature • Add remarks and approve • Print original and counterpart copies 		
xxiv.	Applicant	Receives notification and login into the system		

Step 5: Application Submission

Submission is made by completing the fill-out and by clicking the submit button

Confirmation of Application:

Upon Submitting your application form, applicants will be provided feedback in your email with a unique acknowledgement receipt containing the applicant's file number.

Processing Timeline:

The submitted application is processed **within 30 Working Days** from the date of submission of application and payment described in step 4 above to the final stage for collection of Certificate of Occupancy.

Step 6: Collection of Approved C of O.

Successful applicants are notified via text, call, and email for collection between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays)

For inquiries or complaints please contact the Desk Officers, ESV. Dunni Korede Owa on +234-8035763116, Mr. Oluwalade Timothy S.+234-8035859506 (between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays)

Or visit the Bureau of Land Services @ Ekiti State Revenue House, Beside Tantalizer Building, Fajuyi Area, Ado Ekiti, Ekiti State.

e-mail | blm@ekitistate.gov.ng | <https://ekitigeospatial.com/>;

www.ekitistate.gov.ng

**Mr M. Kayode-Ojo
Executive Secretary,
Bureau of Land Services
22nd December, 2024**

Annexure 1

EKITI STATE GOVERNMENT BUREAU OF LAND SERVICES

C. of O. PROCESSING APPROVED FEES ORDER					
S/N	LOCATION	LAND-USE	AREA (SQ MTR)	REQUIREMENTS	COST ₦
1.	Ado-Ekiti (State Capital)	Residential	0-1000 Sqmts	Application Form	5,000.00
	C. of O. Fee			50,000.00	
	Excess of above 1000sqmtr Land-Use Clearance			Additional 50.00/Sqmeter 2,000.00 10,000.00	
Local Government Headquarters			Advertisement Surveyor-General Approval	5,000.00	
			Stamp Duty (EKIRS)	3% of the Land Value	
			Application Form	5,000.00	
			C. of O. Fee	50,000.00	
			Excess of above 1000sqmtr	Additional 37.50/sqmeter	
			Land-Use Clearance	2,000.00	
			Advertisement	10,000.00	
			Surveyor-General Approval	5,000.00	
			Stamp Duty (EKIRS)	3% of the Land Value	
				37.50/sqmeter	
	Other Towns			Application Form	5,000.00
				C. of O. Fee	50,000.00
				Excess of above 1000sqmtr	Additional 25.00/Sqmeter
				Land-Use Clearance	2,000.00
				Advertisement	10,000.00
				Surveyor-General Approval	5,000.00
				Stamp Duty (EKIRS)	3% of the Land Value
2.	Ado-Ekiti (State Capital)	Agricultural	1 st 1 Hectare (15 Plots)	Application Form	5,000.00
	C. of O. Fee			100,000.00	
				Excess of above 1 Hectare	Additional 10,000.00/Hectare
				Land-Use Clearance	5,000.00
				Advertisement Surveyor- General Approval	10,000.00
				Stamp Duty (EKIRS)	5,000.00
					3% of the current value of the specified property (valuation based on professional judgment)
	Other Local Government Area			Application Form	5,000.00
				C. of O. Fee	50,000.00
				Excess of above 1 Hectare	Additional

C. of O. PROCESSING APPROVED FEES ORDER					
S/N	LOCATION	LAND-USE	AREA (SQ MTR)	REQUIREMENTS	COST ₦
				Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
	Other Towns			Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00 50,000.00 Additional 2,500.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
3.	Ado-Ekiti (State Capital)	Industrial	1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00 100,000.00 10,000.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
			Excess		
	Other Local Government Areas		1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00 50,000.00 5,000.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
	Other Towns		1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty (EKIRS)	5,000.00 50,000.00 2,500.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)



**EKITI STATE BUREAU OF LANDS SERVICE
REVENUE HOUSE, FAJUJI, ADO-EKITI, EKITI STATE**

**REGULATORY PROCESSES OF OBTAINING GOVERNOR'S CONSENT (DEED
OF ASSIGNMENT AND DEED OF LEGAL MORTGAGE)
APPLICATION AND ISSUANCE IN EKITI STATE.**

In accordance 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:

Note: there must be an existing Title on Land (Certificate of Occupancy)

Step 1. Obtain Subsequent Transaction Form from:

Bureau of Land Services. Director Lands Service, State Secretariat Complex, New Iyin Road, Ado-Ekiti. Call Esv. Dunning Korede-Owa, +234-7064489481, dunjoy2002@gmail.com

or

Log on: Ekiti State Land Management Information System (<http://lmis.ekitistate.gov.ng>) Note that the applicant must have a valid user account with the ILMIS system and follow the steps

Step 2. Applicant is required to pay ₦5,000.00 application form fee into the designated Government account of Commercial banks, and proceed to change the teller to receipt at the Ekiti Internal Revenue Service Office, Revenue House, Fajuyi, Ado-Ekiti)

Step 3. Obtain application form and fee order from the Bureau of Land Services or link the ILMIS site.

Step 4. Submission of the form and required Documents:

Submit the duly completed application form alongside relevant documents manually and receipts of payments to the Bureau of Land Services or upload them into the ILMIS site accordingly.

➤ Requirement for Deed of Assignment

- Tax Clearance Certificate: Three (3) Years Tax Clearance Certificate – Current Years: As issued and duly signed by the **Ekiti State Internal Revenue Services, Revenue House, Fajuyi Park, Ado-Ekiti.**
- Development Levy Receipt: As issued and duly signed by the **State Internal Revenue Services** (the acceptability is subject to confirmation from the office of the State Chairman EKIRS), *Revenue House, Fajuyi, Ado-Ekiti*
- Valuation Report
- 4 Agreement that is signed, sealed and delivered (within 3 months of preparation)
- Evidence of Stamp Duty Fee. As issued and duly signed by the **Ekiti State Internal Revenue Services, Revenue House, Fajuyi Park, Ado-Ekiti.**

➤ Requirement for Deed of Legal Mortgage

- Letter of Introduction from the Mortgagor (Bank)
- Tax Clearance Certificate: Three (3) Years Tax Clearance

Certificate – Current Years: As issued and duly signed by the **Ekiti State Internal Revenue Services**, *Revenue House, Fajuyi Park, Ado-Ekiti*.

- Development Levy Receipt: As issued and duly signed by the **State Internal Revenue Services** (the acceptability is subject to confirmation from the office of the State Chairman EKIRS), *Revenue House, Fajuyi, Ado-Ekiti*
- Valuation Report
- 4 copies 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 **Ekiti State Internal Revenue Services**, *Revenue House, Fajuyi Park, Ado-Ekiti*.

Confirmation of Application:

- Upon Submitting your application form, applicants will be provided feedback in your email with a unique acknowledgement receipt containing the applicant's file number.

Step 5. Recommendation for approval of the Governor: following the submission of the form with the required documents, the Bureau of Lands Services shall process the application for the approval of the Governor.

Processing Timeline:

The submitted application is processed **within 30 Working Days** from the date of submission of application and payment described in step 4 above to the final stage for collection of Certificate of Occupancy.

- Step 6. 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 Ekiti State Internal Revenue Service Revenue House, Fajuyi, Ado-Ekiti.
- Step 7. Registration of the Stamp Duties Agreement** by the Registrar of Titles, Deeds Registry Department, Bureau of Lands Services.
- Step 8.** Collection of the Registered Agreement from the Desk Officer. Successful applicants are notified via text, call, and email for collection between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays)

**For inquiries or complaints please contact the Desk Officers, ESV.
Dunni Korede Owa on +234-8035763116, Mr. Oluwalade Timothy
S.+234-8035859506 (between 8:00 am and 4:00 pm. (Monday - Friday,
excluding public holidays)**

**Or visit the Bureau of Land Services @ Ekiti State Revenue House,
Beside Tantalizer Building, Fajuyi Area, Ado Ekiti, Ekiti State.**

e-mail | blm@ekitistate.gov.ng | <https://ekitigeospatial.com/>;

www.ekitistate.gov.ng



**Mr M. Kayode-Ojo
Executive Secretary,
Bureau of Land Services
27th December, 2024**