

REQUIREMENTS FOR QUALIFYING SERVICE OFFERINGS WITH TIMELINES AND FEES

SERVICE		FEE (GHS)		REQUIREMENTS	TIMELINE
Certified True Copies (CTC)	OLD	PRESTIGE	PREMIUM	I. Application for CTC with valid Identification card of applicant II. Pay Ground Rent to date	24 hours
Site Plan	200.00	2,000.00	1,000.00		
Offer Letter	200.00	2,000.00	1,000.00		
Right of Entry	100.00	1,000.00	500.00		
Consent	350.00	3,500.00	1,750.00		
Transfer Declaration	350.00	3,500.00	1,750.00		
Others	200.00	2,000.00	1,000.00		
Search Application (0.01 – 0.09 acre)	350.00	3,500.00	1,750.00	I. Application for search with attached consent of lessee. II. Pay Ground Rent to date	24 hours
(1.00- 4.99 acre)	500.00	5,000.00	2,500.00		
(5 acres and above)	1,000.00	8,000.00	5,000.00		
Transfer of Interest	10% Oof LMF of plot size	+15,000.00	+10,000.00	I. Application for transfer with attached sworn Statutory Declarations from both parties.	Service Plots [5 days]

				II. Pay Ground Rent to date III. Valid Identification cards with two (2) passport pictures each from both parties. IV. Where applicable, attach a Board Resolution, Letters of Administration, Power of Attorney, Probates etc. V. Where there is lawful representation, a legally compliant Power of Attorney and two (2) passport pictures of the lawful representative	Others [10 days]
Application for Joint Ownership	Varies	+7,500.00	+ 5,000.00	I. Application letter II. Sworn Statutory Declarations from both parties with Valid Identification cards III. Pay Ground Rent to date	Service Plots [5 days] Other Plots [10 days]



Consent to Mortgage / Mortgage in Principle	350	+7,500.00	+ 5,000.00	I. Application for Consent to Mortgage II. Pay Ground Rent to date III. Where applicable, attach draft deed of mortgage IV. Where applicable, earlier mortgages must be discharged V. Where request is from a bank/financial institution, lessee's consent letter is required.	5 days
Dispatch Delivery Service		TEMA GHS 150.00		ACCRA GHS 300.00	