Municipalities-Registration of Real Estate Lease Contracts Office

Registration of real estate lease contracts

Procedural steps RRLCO - 01		
Processed by	**Process**	**Location**
Receptionist	Receives and reviews lease contract registration request and other supporting documents	Reception
Data Entry	Enter application data on ministry's related system and issue order for fees' collection	Reception
Office Head	Reviews request	Registration of Real Estate Lease Contracts Office
Cashier	Collects fees and issues receipt	Municipality cashier
Data Entry	Issue registration reference	Reception
Office Head	Reviews and approves request and contract and handovers copy to lessee and landlord while original copy is filed at office	Registration of Real Estate Lease Contracts Office
Archivist	Archives original copy of contract at office	Office archive
	Process duration	1 day