

**FEDERAL HOUSING AUTHORITY**

**REVIEWED TIMELINES FOR APPROVALS, PROCESSES AND PROCEDURES IN THE FEDERAL HOUSING AUTHORITY**

S / N	SERVICES / PRODUCTS	REQUIREMENTS & CONDITIONS	CHARGES WHERE APPLICABLE (N)	TIMELINE (WORKING DAYS)	REMARKS	
1	Products	For both Completed Estates & Off-Plan Sales				
1.1	Houses	i	Must be an adult Nigerian or a company duly registered in Nigeria	N / A		
		ii	Purchase, fill and submit prescribed Application Forms and pay the application fee through the Remita Platform	10,000	1	
		(a)	For individuals - provide means of identification	N / A		
			(b) For Companies - provide Forms CO7 (Certificate of Registration Incorporation			
		iii	View and choose the preferred house	N / A	1	
		iv	Pay Non-Refundable Administrative Charge (5% of Disposal Price applicable to Houses under Partnership)			
		v	Obtain clearance and pay the appropriate disposal price through the Remita Platform			
		(a)	Option A - One off Payment of full price			
			(b) Option B - 40% of disposal price as deposit in six (6) weeks			
			- 40% second instalment in eight (8) weeks			
			- 20% balance in twelve (12) weeks			
		vi	Letter of Offer / Complete Documentation			
		(a)	Option A			7
			(b) Option B			14
		vii	Signed Letter of Allocation & Acceptance of Offer	7		
viii	Receipt of formal acceptance from allottee					
ix	Issuance of Rules & Regulations of the estate					
x	Check - in and take possession of Completed House					

Forms available online, Zonal Offices and in the Marketing Unit at the Head Office, Asokoro  
Prices & House Types available here

S / N	SERVICES / PRODUCTS	REQUIREMENTS & CONDITIONS	CHARGES WHERE APPLICABLE (N)	TIMELINE (WORKING DAYS)	REMARKS
1.2	Sites and Services	i	25,000 for Residential & 30,000 for Commercial	14	Allocation is on first-come-first-served basis. Only successful Applicants shall be contacted
		ii		1	
		iii			
		iv			
		v			
		vi		14	
		vii			
2	Services				
Building Plan Approval					
2.1	Sites and Services plots, Vertical Re-development & Building alterations (Re-modelling)	i	N / A	12	Processing fees for Building Plan Approval.
		ii			
		(a)			
		(c)			
		(d)			
		(e)			
		(f)			
		iii			
		iv			
		v			
vi					
vii					

S / N	SERVICES / PRODUCTS	REQUIREMENTS & CONDITIONS	CHARGES WHERE APPLICABLE (N)	TIMELINE (WORKING DAYS)	REMARKS		
<b>2.2</b>	<b>Development Control</b>						
2.2.1	Contraventions (unapproved development) Complaints, Boundary disputes	Internal review process for resolution or penalty as the case may be					
2.2.2	Annexations, Sub-divisions, Mergers and change of use.	i	Application form and fee	N / A	21		
		ii	Documents to be attached to the application				
			(a)				Letter of Allocation
			(c)				Payment receipts
			(d)				Checking-in letter
			(e)				Title deed plan
			(f)				Other related documents
		iii	Internal review process to determine eligibility (or otherwise)				
iv	Conveyance of Approval						
<b>2.3</b>	<b>Survey Works</b>						
2.3.1	Survey (ie perimeter, topographical, layout & engineering) of all properties, Re-establishment of beacons, Resolution of boundary disputes, Issuance of Title Deed Plan (TDP), & Identification of plot.						
		i	Application to Head of Survey	N / A	3		
		ii	Documents to be attached to the application				
			(a)				Letter of Allocation
			(c)				Payment receipts
			(d)				Checking-in letter
			(e)				Title deed plan
			(f)				Other related documents
iii	Internal review process						
iv	Conveyance of Approval						

S / N	SERVICES / PRODUCTS	REQUIREMENTS & CONDITIONS	CHARGES WHERE APPLICABLE (N)	TIMELINE (WORKING DAYS)	REMARKS
2.4	<b>Estate Management Services</b>				
2.4.1	Ownership Transfer (Consent to Assign)	<ul style="list-style-type: none"> <li>i Application for consent to Executive Director (Business Development)</li> <li>ii Copy of Deed of Assignment duly signed by both parties and witnesses</li> <li>iii Payment of outstanding charges</li> <li>iv All documentations</li> <li>v Consent bill promptly paid.</li> </ul>	Payment of 7.5% of assessed value of property. Payment of 2% of assessed value for gifts and sub-leases. Payment of 2% of facilities to be granted for mortgages.	10	
2.4.2	Issuance of Certified True Copies (CTC) for both Individuals & Corporate Bodies	<b>Individuals</b>		10,000	5
		i	Application for consent to Executive Director (Business Development)		
		ii	Payment of Statutory Fees		
		iii	Payment of Outstanding Charges		
		iv	Original Court Affidavit of Loss of Document(s)		
		v	Original Police Report of Loss of Document(s)		
		vi	Original Newspaper Publication of Loss of Document(s)		
		vii	Personal Data Form (attaching Data Page of International Passport, National ID card, National Drivers Licence)		
		<b>Corporate Bodies</b>		10,000.00	
		i	Application		
		ii	Payment of processing fees		
		iii	Payment of Outstanding Charges		
		iv	Original Court Affidavit of Loss of Document(s)		
		v	Original Police Report of Loss of Document(s)		
		vi	Original Newspaper Publication of Loss of Document(s)		
vii	Personal Data Form of Chairman and one (1) Director (attaching Data Page of International Passport, National ID Card, National Drivers Licence)				
viii	Form CO2 of Business Name, CO7 of Company				

S / N	SERVICES / PRODUCTS	REQUIREMENTS & CONDITIONS	CHARGES WHERE APPLICABLE (N)	TIMELINE (WORKING DAYS)	REMARKS	
2.4.3	Legal Search	i	10,000.00	2		
		ii				Application by Legal practitioner or Registered Estate Surveyors and Valuers
		iii				Letter of Authority signed by the property owner to the agent
		iv				Verification of identity of property owner
		v				Vetting of submitted documents, prior to processing
2.4.4	Checking-in of Allottee	i	N / A	2		
		ii				Application to Head, Estate Unit
		iii				Photocopy of Allocation Letter
		iv				Receipts of payment
		v				Payments of outstanding fees
		vi				Verification of true owner
2.4.5	Sub-division of Plots and Houses, Mergers, Annexations, & Change of use	i	N / A	5		
		ii				Application for Approval to Executive Director (Business Development)
		iii				Payment of processing fee / Outstanding charges
		iv				Environmental Impact Assessment (EIA) Report <i>[where applicable]</i>
		v				Site Analysis Report <i>[where applicable]</i>
		vi				Site visit & confirmation
2.4.6	Annual Ground Rent	i	N / A	90		
		ii				Demand Notices are to be prepared and issued by the Authority in December of the preceeding year
2.4.7	Title Documentation for FESTAC Town, Lagos only	i	N / A	90		
		ii				All Payments of Ground Rent to be made on or before the end of 1st quarter of every year. Penalty of 10% applies for default.
		iii				Application to Zonal Manager, South West (Lagos)
		v				Payment of outstanding charges
		iii				
		v				

S / N	SERVICES / PRODUCTS	REQUIREMENTS & CONDITIONS	CHARGES WHERE APPLICABLE (N)	TIMELINE (WORKING DAYS)	REMARKS	
2.4.8	Letters of Undertaking to the Banks especially where Title Deeds have not been issued	i	Application to Executive Director (Business Development)	10,000	2	
		ii	Payment of outstanding charges			
		iii	Verification of ownership			
		iv	Processing & release Letter of Undertaking to the requesting Bank			
2.4.9	Documentation of Administrators of Estates of deceased persons	i	Letter informing FHA of the death of an allottee	10,000	10	
		ii	Letter of Administration from the Probate Registrar			
		iii	Presentation of Death Certificate			
		iv	Means of identification of the next of kin (International Passport / National ID Card, National Drivers Licence)			
		v	Documentation of Administrator			
2.5	Legal Drafting	i	Preparation of Contract Agreement	100,000	5	
		ii	Preparation of Estate Development Agreement	250,000		