

# Registering Leased Property Checklist

Property Details

Property Address:

Lease Start Date:

Lease End Date:

Checklist

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Obtain a copy of the signed lease agreement

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Collect ID documents from both parties

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Verify property ownership documents

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Check for property clearance certificate

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Pay required government registration fees

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Ensure all registration forms are signed

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Arrange for witness during registration

Submit Checklist