

LAA SERVICE STANDARDS

<i>Service Category</i>	<i>Requirements for Service/Process</i>	<i>Service Standards</i>
<p>Lease applications</p> <ul style="list-style-type: none"> • lease duration is 90 years for residential, • 60 years for commercial, • 30 years for petroleum 	<p>Customer submits the following</p> <ul style="list-style-type: none"> • Identity documents • Allocation Certificate • Survey approval certificate (S10) <p>Lease application lodgment (steps)</p> <ul style="list-style-type: none"> • Filling application form • Lease drafting • Payment of lease preparation fees • Signing of lease drafts • Lease registration • Lease collection 	<p>Leases are issued within 10 working days. This excludes the time taken by the applicant to sign and pay lease preparation fee.</p>
<p>Consent applications</p> <ul style="list-style-type: none"> • Transfer of land rights • Sublease • Land in excess of land holding limit 	<ul style="list-style-type: none"> • Identity documents • Marriage Certificate where married in community of property • Deed of sale/sublease agreement • Ministerial consent 	<p>All consents are issued in 4 working days</p>

<p>Secondary transactions</p> <ul style="list-style-type: none"> • Lease-Renewal – apply six (6) months before lease expiry date • Lease-Surrender • Lease Exemption (Primary residence) • Lease-Variation (change of use) • Lease Sub-Division/Consolidation 	<ul style="list-style-type: none"> • Identity documents • Original lease • Ministerial consent • Planning approval 	<p>7 working days. This excludes the time taken by the applicant to sign and pay lease preparation fee.</p> <p>2 working days (for exemption)</p> <p>7 working days. This excludes the time taken by the applicant to sign and pay lease preparation fee</p>
<p>Lease endorsements</p> <ul style="list-style-type: none"> • Inheritance of the deceased lessee -both spouses deceased. 	<ul style="list-style-type: none"> • Identity documents • Will of the Lessee, on interstate family select the heir • Death certificates 	<p>3 working days to endorse the lease</p>
<ul style="list-style-type: none"> • Survey Examination applications (by private survey firms) <ul style="list-style-type: none"> • For first lease application • Subdivisions/Consolidations/Adjustments • Change of names on S10 form 	<ul style="list-style-type: none"> • Survey report <ul style="list-style-type: none"> ○ Allocation certificate, ○ Identity documents, ○ Surveyor’s computations) 	<ul style="list-style-type: none"> • 8 working days on all new applications. • 1 working day the proof of ownership is provided and administration fees paid.
<ul style="list-style-type: none"> • Location Map • Survey Diagram • Tailor made cadastral map • Site Coordinates • CORS correction data 	<ul style="list-style-type: none"> • All these services are for the general public and firms that are known as spatial data consumers and are obtainable at the survey front desk at all times. • Digital copies large amounts of survey data requires signing of user agreement • Correction data for coordinates computation using CORS 	<ul style="list-style-type: none"> • Services are offered immediately upon payment of the prescribed fees. • Tailor made maps may require more time depending on the requirement of each client.

<ul style="list-style-type: none"> • Registration of a mining lease 	<ul style="list-style-type: none"> • Mining contract lease 	3 working days in the Deeds Registry.
<ul style="list-style-type: none"> • Registration of Bonds (by legal practitioners) 	<ul style="list-style-type: none"> • Mortgage bond • Original lease 	3 working days after payment of registration fee.
Lost leases and deeds	<ul style="list-style-type: none"> • Identity documents • Special Power of Attorney • Inheritance Documents • Letter stating circumstances of loss/destruction • Proof of Publication in the Local Newspaper and Government Gazette 	within 1 working day
Copies (lease, deed, sublease, etc.) for information and for judicial purposes	<ul style="list-style-type: none"> • Request letter • Lease number • Identity documents 	Within 1 working day
Cancellations <ul style="list-style-type: none"> • Leases/Deeds • Bond Cancellation <ul style="list-style-type: none"> ○ Consent to Cancellation is lodged by Legal Representative (Legal Practitioner) of the Financial Institution. 	<ul style="list-style-type: none"> • Final Court Order • Lodgment for Cancellation by Legal Practitioner • Original Lease or deed • Registration Fee. • Cancellation of the bond in the Register Books 	Within 3 working days

Person/s who may apply for land transaction for lease on behalf of another

The person who is the subject of the lease may make the application in person or may authorise an attorney at law to perform the application on his behalf or may appoint a third person by way of executing a power of attorney.

Person able to hold title

Persons who may hold title to land normally includes: (i) citizens of Lesotho not less than 18 years of age, unless married; (ii) registered companies where shareholders are Basotho; (iii) partnerships of Basotho; or (iv) a society or body of persons registered in Lesotho. In special cases of title through gift or inheritance, citizens under the age of 18 years may hold title through a trustee or guardian (which may be evidenced by a deed of trust or by a letter from the Master of the High Court). Foreign companies may hold title but such decision is made on an individual basis by the Minister of MOLGC. Foreign governments and international organisations qualify.

Evidence of identification includes:

- National Identification Document
- For citizenship not acquired by birth naturalization certificate is required
- Certificate of incorporation (Company)
- Constitution (Society)

Marriage and Lease Rights

The presumption of joint title to land applies to married people, married in community of property, either through civil or customary marriage. A marriage certificate is required to be shown if the surnames are different. The name of a foreign spouse will be recorded on the application.

Inheritance and Lease Rights

Where there is no living spouse the fact of inheritance of land right can be evidenced by a will. Covering letter and council minutes from the jurisdiction council, and death certificate

Juristic Person able to hold other interests in title such as sub-lease (i.e. rights other than primary ownership of a lease)

Other secondary interests in land held under a lease, such as a sub-lease may be held by any person subject to approval by the Commissioner.

Person able to apply for a copy of information

Any person may apply for land related information held at the LAA. Standard fees apply.

Lessee's Signature

A witness to a lessee's signature can be any other person, including an employee of the LAA, who either knows the person and his signature or is present at the time the lease is signed.

Note:

For any service required at LAA, ensure that ANNUAL GROUND RENT is up to date