

FEES AND CHARGES

Fees and charges laid out in the index below are in accordance to the Laws and regulations in force at the date of publication of this leaflet.

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A. APPLICATIONS		
1. Local Enquiries		
(a) For the acceptance of each application		20.00
(b) For <u>each property</u> included in the application		10.00
Additional charges and fees are levied depending on the type of application:		
(i) For <u>each property</u> included in an application for compulsory partition		10.00
(ii) For the valuation of each parcel for which, for the purposes of examination and completion of an application, valuation is required to be undertaken		100.00
(iii) For cadastral field survey work, regarding a boundary dispute application, for <u>each parcel</u> involved		160.00
(iv) For cadastral field survey work, regarding a boundary dispute application, arising as a result of a boundary demarcation, for <u>each parcel</u> involved		120.00
(v) For cadastral field survey work, regarding a land division application, for <u>each new parcel</u> created:		
(a) For the completion of the application by the Department of Lands & Surveys (DLS)		110.00
(b) For the completion of the application partly by a private licensed surveyor		35.00
(vi) For cadastral field survey work, regarding a building (strata) division application, for <u>each new unit</u> created:		
(a) For the completion of the application by the Department of Lands & Surveys (DLS)		100.00
(b) For the completion of the application partly by a private licensed surveyor		30.00
(vii) For cadastral field survey work, regarding a street widening application, exchange of properties, a compulsory acquisition application, a lease/grant application, or a bore hole registration application, for <u>each parcel</u>:		
(a) For the completion of the application by the Department of Lands & Surveys (DLS)		100.00
(b) For the completion of the application partly by a private licensed surveyor		40.00
(viii) For cadastral field survey work, regarding applications for the registration of building sites, or applications for the amalgamation of parcels for <u>each parcel</u>:		
(a) For the completion of the application by the Department of Lands & Surveys (DLS)		90.00
(b) For the completion of the application partly by a private licensed surveyor		30.00
(ix) For cadastral field survey work, regarding a building registration application:		
(a) For the completion of the application by the Department of Lands & Surveys (DLS)		80.00
(b) For the completion of the application partly by a private licensed surveyor		20.00
(x) For the registration of property by adverse possession based on the market value of each property at 01.01.2013 prices	1‰	
(xi) For the registration of properties by will under the names of non-legitimate heirs, based on the market value of each property at 01.01.2013 prices, on the day of the legator's death	3‰	
(xii) For every Certificate of Registration issued		5.00

2.	Applications which do not require local enquiry inspection (Record of Easement, Restrictive Covenant, Record of Transferred Built Area Ratio, Evidence before Court etc).	
	(a) For the acceptance of each application	10.00
	(b) For each Certificate of Registration issued	5.00
	(c) For the deposition of a Power of Attorney which is filed for general use	50.00
	(d) For the deposition of a Probate Jurisdiction document for the property of a deceased person	10.00
	(e) For the determination of the share that corresponds and belongs to a unit on a common property building (<u>for each unit</u>)	20.00
	(f) For the determination of the extent of a unit on a common property building (<u>for each unit</u>)	20.00
	(g) For the convening of a General Meeting of the owners of the units on a common property building (<u>for each unit</u>)	15.00
	(h) For the appointment of a Management Committee/temporary Management Committee of a common property building (<u>for each unit</u>)	15.00
	(i) For the registration of Regulations for Management of a common property building	50.00
	(j) Additional fees are levied, depending on the type of each application, e.g. for the registration of rights, easements, restrictive covenants, etc (<u>for each property involved</u>)	10.00
	Note: For some types of applications, fees are based on the time spent for the provision of the respective service. Per hour spent	15.00
3.	(a) For cadastral field survey work, regarding a land demarcation application undertaken by the DLS, for each boundary turning point (BTP)	
	i. Up to 6 BTP	50.00
	ii. From 7 to 12 BTP (additionally)	30.00
	iii. More than 13 BTP (additionally)	20.00
	(b) For cadastral field survey work, regarding a land demarcation application undertaken (partly) by a private licensed surveyor, for each boundary turning point (BTP)	
	i. Up to 6 BTP	15.00
	ii. From 7 to 12 BTP (additionally)	10.00
	iii. More than 13 BTP (additionally)	6.00
4.	Certificate of Indivisibility (for properties held in undivided shares) For each property	50.00
5.	Copies of Certificates of Registration, Mortgage or Charge	
	(a) For each copy of a Certificate of Registration	10.00
	(b) For each copy of a Certificate of Mortgage	30.00
	(c) For each copy of a Certificate of Charge	30.00
6.	Cadastral Plan copies	
	(a) For a copy of the whole Cadastral Plan	4.00
	(b) For a copy of a part of a Cadastral Plan	2.00
7.	Certified copies of various other documents For the preparation and certification of each document:	
	i. from 1 - 20 pages, for each page	2.00
	ii. for over 20 pages, for each page	1.00
8.	Search Certificates	
	(a) For the provision of information for the registered property in the name of a physical person, having an identity card number or in the name of a legal person having a registration number:	
	i. For each district, municipality or community	10.00
	ii. For all districts, municipalities or communities all over Cyprus, for which the computerized Land Information System of the DLS applies, for each Search Certificate	20.00
	(b) For the provision of information for the registered properties on a plot, which is registered under the name of other person, for each parcel	10.00

(c) For the provision of information for the registered land on which there are other properties that are owned by a specific person, but the registered land is not owned to the specific person, for each parcel		10.00
(d) For the provision of information for the registration of units in a common property building, for each unit		5.00
(e) For the provision of information in relation to a previous registration, of specific property		10.00
(f) For the provision of information in relation to a subsequent transfer of specific property		10.00
(g) For the name of the registered owner or co-owner of specific registered property, for each property		10.00
(h) For any other information not mentioned above, for every hour spent		15.00
9. Fees for Application of Enclaved Buyers		10.00
B. REGISTRATION OF TITLE Fees are always paid by the transferee (i.e. the person in whose name the property is transferred and registered): (a) Upon gift or sale by parents to children, the fees are levied based on the value of the property is transferred at 01.01.2013 prices : No fees (b) Upon gift between husband and wife and between relatives up to third degree of kindred, other than upon gift by parents to children, fees based on the value of the property is transferred at 01.01.2013 prices		1 ⁰ / ₀₀₀
(c) Upon sale, other than by parents to children and upon gift between relatives other than within the third degree of kindred, on the sale price or on the market value of the property transferred: - for every euro up to €85.000,00		3%
- for every euro exceeding €85.000,00 but not exceeding €170.000		5%
- for every euro exceeding €170.000,00		8%
No registration fees are paid on the transferred property, when the V.A.T. (Value Added Tax) was paid. Reduction of property transfer fees of 50% for all cases imposed or levied by Chapter 17 of Cap. 219. Notes: - In cases where the purchased property is situated in the occupied by the Turkish troops area of Cyprus, no fees are charged to the Greekcyriot transferee until the political settlement of the Cyprus problem. - Where in the opinion of the Director, the declared sale price does not represent the real market value (as at the date of the agreement), such market value, on which the fees are payable, shall be determined by the Director of the Department of Lands & Surveys. - If the transferee does not agree with the decision of the Director regarding the determination of the market value, he/she has to nevertheless pay the fees as assessed on that value and to declare in writing his/her objection/disagreement. In this case, a local enquiry and valuation of the property takes place and the decision is notified to the interested person. The valuation must take place within three (3) months from the date of the transfer. The transferee is entitled to contest the Director's decision by filing an application/appeal against the Director's decision at the appropriate Court. (d) Upon exchange of property: No fees Where in the opinion of the Director, the market values of the exchanged properties are not equal on the exchanged date, each transferee shall pay fees on the exchanged property and no fees are paid by the person acquiring the property with the lowest market value, whereas the person acquiring the property with highest market value shall pay according to the chapter's 17 scale of Cap. 219, calculated on the difference of the market value between the exchanged properties.		

<p>Upon exchange between relatives up to third degree of kindred or between husband and wife, the above provisions are not applied.</p> <p>(e) Upon gift from parents to children and between relatives up to third degree of kindred or between husband and wife, in cases where the property to be transferred is situated in the occupied by Turkish troops area of Cyprus, and for which there is no market value based at 01.01.2013 prices, no fees are paid.</p> <p>(f) To a trustee to hold the property in trust for another beneficiary, a fee is charged according to paragraphs (a), (b) or (c) above, depending on the kind of kindred between the transferee (beneficiary) and the transferor.</p> <p>In cases the trust deed has been lodged at the Department of Lands and Surveys and the declaration of transfer is declared by another trustee of the same trust or by a person that has acquired property in pursuance to the same trust, fees are charged <u>for each unit of registered property</u></p>		50.00
<p>In cases the trustee transfers the property that is registered under his name, in the beneficiary's name, the fees are charged <u>for each unit of registered property</u></p>		50.00
<p>(g) For a trustee to hold the property in trust for the transferor, for the purposes of securing a loan agreement (by mortgaging the property) and of providing a right to the trustee to dispose the property according to the terms of the trust deed, fees are charged based on the market value of the property.</p>	1%	
<p>C. MORTGAGES</p> <p>1. Registration of mortgage</p> <p>A) i) On the amount advanced under the mortgage:</p>	1%	
<p>ii) Provided that where the existing mortgage or mortgages are cancelled and on the same day, for the same purpose, with the same mortgagee, but on another property or properties owned by the mortgagor, a new mortgage is declared by the mortgagor, the fees payable shall be 1% on the difference between the amount advanced of the new mortgage and the amount advanced under the previous mortgage or the total amount of the cancelled mortgages, excluding any accrued or non-accrued interest for each of the cases.</p> <p>iii) Provided that where the existing mortgage or mortgages are cancelled and on the same day, for the same purpose, on the same property, with the same or another mortgagee, a new mortgage is declared by the mortgagor the fees payable shall be 1% on the difference between the amount advanced of the new mortgage and the amount advanced under the previous mortgage or the total amount of the cancelled mortgages, excluding any accrued or non-accrued interest for each of the cases.</p> <p>B) No fees are paid:</p> <p>i) Provided that existing mortgage or mortgages are canceled and on the same day, for the same purpose, with the same mortgagee, but for other property or properties owned by the mortgagor, a new mortgage is declared by the mortgagor and the amount of the new mortgage, excluding any accrued or non-accrued interest for each of the cases, is the same or less than the amount of the mortgage canceled or the sum of the amount of the mortgages canceled.</p>		

	<p>ii) Provided that existing mortgage or mortgages are canceled and on the same day for the same purpose, on the same property, either with the same or other mortgagee, a new mortgage is declared by the mortgagor and the amount of the new mortgage, excluding any accrued interest or non-accrued interest for each of the cases, is the same or less than the amount of the mortgage is canceled or the sum of the amount of the mortgage canceled.</p> <p>C) Additional fees for issuing of two (2) Certificates of Registration of Mortgage, for each one:</p>		5.00
<p>2. Transfer of Mortgage</p> <p>No fees are paid for the transaction.</p> <p>Additional fees for issuing the Certificate of Registration of Mortgage</p>			5.00
D.	<p>ENCUMBRANCES AND PROHIBITIONS (charges)</p>		
	(a) For acceptance of documents that create an encumbrance or a prohibition on immovable property (registration of MEMO, Interim Order etc)		20.00
	(b) For the issue of a Certificate of Registration of Charge		30.00
	(c) For the acceptance of documents for prolongation of the period regarding the registration of a MEMO		20.00
	(d) For the deposition of a Contract of Sale		50.00
	(e) For the deposition of a Concession of Contract of Sale:		
	<p>i. For a concession by a parent to a child or between relatives up to third degree of kindred or between husband and wife</p> <p>ii. For any concession other than is described under subparagraph (i) above, 0,5% on the sale price as this is determined in the contract of sale, or on the amount that is determined in the contract of assignment, whichever of the two amounts is the higher, with minimum fee €50 and maximum fee €3000.</p>		20.00
	(f) For the deposition of a Concession of Contract of Sale to secure a loan		200.00
E.	<p>FORCED SALE BY PUBLIC AUCTION</p>		
	(a) For the acceptance of the application for the sale of immovable property		20.00
	(b) For preparing Notices of Sale per District or Municipality or Community		20.00
	(c) For preparing various notifications to all interested parties, for each notification		10.00
	(d) For the distribution of the proceeds of sale (from the sale of property held in undivided shares):		
	i. For an amount not exceeding €10.000,00		20.00
	ii. For an amount exceeding €10.000,00 but not exceeding €100.000,00		200.00
	iii. For an amount exceeding €100.000,00		500.00
	(e) For preparing a final account		50.00
	(f) For issuing a copy of the final account		10.00
F.	<p>LEASES</p>		
	<p>1. Registration of Lease or Sublease</p>		
	(a) Upon Lease or Sublease between husband and wife or between relatives up to third degree of kindred: - 0,5% on the market value of the Lease with minimum fee of €100.		
	(b) In all other cases: - 5% on the market value of the Lease with the minimum fee of €100.		
	(c) Upon Lease or Sublease from parent to child: No fees		

<p>Note:</p> <p>Upon Lease or Sublease registration cases, registration fees shall be reduced by fifty percent (50%)</p> <p>(d) Fees for issuing a Certificate of Registration for Lease or Sublease</p>		20.00
<p>2. Transfer of Lease / Sublease</p> <p>(a) Upon gift or sale by parents to children or gift between husband and wife or between relatives up to third degree of kindred</p>		50.00
<p>(b) Upon gift other than by parent to child or between husband and wife or between relatives up to third degree of kindred, based on the market value of the lease</p>	5%	
<p>(c) Upon sale, other than by parent to child, the fees are charged based on: - the sale price or the market value of the lease, whichever amount of the two is</p>	5%	
<p>Notes:</p> <p>- Fees are levied at the date of the application is lodged for the registration of a lease or sublease or at the acceptance date of the transfer of lease. The market value of the lease is determined by the Director of the Department of Lands & Surveys.</p> <p>- The lessee, sub-lessee or transferee of the lease is entitled to dispute the value determined by the Director. In such a case, valuation takes place after local enquiry inspection and the result of the valuation is notified to the interested person, the latest within three (3) months from the date of the application was lodged or the acceptance date of the declaration of transfer. The interested person is entitled to contest the Director's decision by filing an application/appeal against the Director's decision at the appropriate Court.</p> <p>(d) Upon exchange of the lease with other or exchange of the lease with other immovable property, fees are paid from each party taking part in the transaction</p>		50.00
<p>(e) Upon sale at a public auction, fees are paid based on the sale price</p>	5%	
<p>(f) Upon registration /transfer of the lease by will to a non-legal heir (legatee), fees are charged based on the market value of the lease on the day of legator's death</p>	5%	
<p>In case the legatee is the child or husband/wife or a relative of the legator up to third degree of kindred, fees for each registration</p>		50.00