

## 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.

A. APPLICATIONS	€
<b>1. Local Enquiries</b>	
(a) For the acceptance of each application .....	20,00
(b) For each property 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 <u>each parcel</u> 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, <u>for 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, <u>for each parcel</u> involved .....	120,00
(v) For cadastral field survey work, regarding a land parcel division application, or a boundary readjustment application, <u>for 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 the DLS and partly by a private licensed surveyor .....	35,00
(vi) For cadastral field survey work, regarding a building (strata) division application, <u>for each new unit</u> created:	
a. For the completion of the application by the DLS .....	100,00
b. For the completion of the application partly by the DLS and 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, <u>for each parcel</u> :	
a. For the completion of the application by the DLS .....	100,00
b. For the completion of the application partly by the DLS and partly by a private licensed surveyor .....	40,00
(viii) For cadastral field survey work, regarding applications for the registration of plots, or applications for the amalgamation of parcels <u>for each plot/parcel</u> :	
a. For the completion of the application by the DLS .....	90,00
b. For the completion of the application partly by the DLS and 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 DLS .....	80,00
b. For the completion of the application partly by the DLS and partly by a private licensed surveyor .....	20,00
(x) For the registration of property by adverse possession on the value (01.01.1980) of each property .....	1%
(xi) For the registration of properties in the names of legatees and non-legitimate heirs, on the value (01.01.1980) of each property, on the day of the legator's death .....	3%
(xii) For every certificate of registration issued .....	5,00

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<p><b>2. Applications which do not entail local enquiry (record of easement or restrictive covenant, record of transferred built area ratio, evidence before Court etc).</b></p> <p>(a) For the acceptance of each application ..... 10,00</p> <p>(b) For each certificate of registration issued ..... 5,00</p> <p>(c) For the deposition of a power of attorney that is filed for general use..... 50,00</p> <p>(d) For the deposition of a document for the administration of the estate of a deceased person ..... 10,00</p> <p>(e) For the determination of the share that corresponds and belongs to a unit of a jointly-owned building (for each unit) ..... 20,00</p> <p>(f) For the determination of the area of a unit of a jointly-owned building (for each unit) ..... 20,00</p> <p>(g) For the convening of a General Meeting of the owners of the units of a Jointly - owned building (for each unit) ..... 15,00</p> <p>(h) For the appointment of a Management Committee/temporary Management Committee of a jointly - owned building (for each unit) ..... 15,00</p> <p>(i) For the registration of the Regulations for the Regulation and Management of a jointly - owned building ..... 50,00</p> <p>(j) Additional fees are levied, depending on the type of each application, e.g. for the record of rights, easements, restrictive covenants, etc (for each property involved) ..... 10,00</p> <p><b>Note:</b> For some types of applications, the fees are based on the time spent for the provision of the respective service. Per hour spent ..... 15,00</p>	
<p><b>3. (a) For cadastral field survey work, regarding a land demarcation application undertaken by the DLS, for each boundary turning point (BTP)</b></p> <p>i. Up to 6 BTP ..... 50,00</p> <p>ii. From 7 to 12 BTP (additionally) ..... 30,00</p> <p>iii. More than 13 BTP (additionally) ..... 20,00</p> <p><b>(b) For cadastral field survey work, regarding a land demarcation application undertaken (partly) by a private licensed surveyor, for each boundary turning point (BTP)</b></p> <p>i. Up to 6 BTP ..... 15,00</p> <p>ii. From 7 to 12 BTP (additionally) ..... 10,00</p> <p>iii. More than 13 BTP (additionally) ..... 6,00</p>	
<p><b>4. Certificate of indivisibility (for properties held in undivided shares)</b></p> <p>For each property ..... 50,00</p>	
<p><b>5. Copies of certificates of registration, mortgage or charge</b></p> <p>(a) For each copy of a certificate of registration ..... 10,00</p> <p>(b) For each copy of a certificate of mortgage ..... 30,00</p> <p>(c) For each copy of a certificate of charge ..... 30,00</p>	
<p><b>6. Cadastral plan copies</b></p> <p>(a) For a copy of the whole cadastral plan ..... 4,00</p> <p>(b) For a copy of a part of a cadastral plan ..... 2,00</p>	
<p><b>7. Certified copies of various other documents</b></p> <p>For the preparation and certification of each document:</p> <p>i. For each page from 1 - 20 pages ..... 2,00</p> <p>ii. For each page for over 20 pages ..... 1,00</p>	

<b>8. Search Certificates</b>	<b>€</b>
(a) For the provision of information for the registered property in the name of a specific 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 .....	20,00
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 .....	50,00
(b) For the provision of information for the registered property, on a plot which is registered in the name of a specific person, that is owned by a person other than the specific 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 by the specific person, for each parcel .....	10,00
(d) For the provision of information for the registration of units in a jointly owned 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 registered 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
<b>B. REGISTRATION OF TITLE</b>	
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 child, the fees are levied on the value (01.01.1980) of the property to be transferred .....	2‰
(b) Upon gift from spouse to spouse and from relative to relative within the third degree of kindred, other than upon gift by parent to child, on the value (01.01.1980) of the property transferred .....	4‰
(c) Upon sale, other than by parent to child and upon gift from relative to relative 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 €170.000,00 .....	5%
• for every euro exceeding €170.000,00 .....	8%
<u>Notes:</u> - 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.	

<p>(d) Upon exchange of property from relative to relative within the third degree of kindred or from spouse to spouse or upon exchange of properties of equal market value, on the value (01.01.1980) of the property transferred to each transferee ..... 2%</p> <p>(e) Upon exchange of properties other than from relative to relative within the third degree of kindred and upon exchange of properties, the market values of which are not equal, each transferee shall pay fees on the value (01.01.1980) of the property transferred to him/her, whereas the person acquiring the property with the highest market value shall pay in addition to the above, fees on the difference of the market value between the two properties as in paragraph(c) above.</p> <p>(f) Upon gift from parent to child and relative to relative within the third degree of kindred or from spouse to spouse, in cases where the property to be transferred is situated in the occupied by Turkish troops area of Cyprus, until the political settlement of the Cyprus problem ..... 0%</p> <p>(g) 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 (settlor).</p> <p>In cases the trust deed has been deposited at the Land Registry Department 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> ... 50,00</p> <p>In cases the trustee transfers the property that is registered in his name, in the beneficiary's name, the fees are charged <u>for each unit of registered property</u> ..... 50,00</p> <p>(h) To a trustee to hold the property in trust for the settlor, for the purposes of securing a loan agreement (by mortgaging the property) and of providing a right to the trustee to dispose of the property according to the terms of the trust deed, the fees are charged on the market value of the property... 1%</p>	
<p><b>C. MORTGAGES</b></p>	
<p><b>1. Registration of mortgage</b></p>	
<p>(a) On the amount advanced under the mortgage ..... 1%</p> <p>i. Provided that, where an existing mortgage is cancelled and <b>on the same day</b> a new mortgage is declared by the mortgagor in relation to the same property, <b>for the same purpose</b> either with the same or another mortgagee, the fees payable shall be the lower of the following two amounts:</p> <ul style="list-style-type: none"> <li>- Either 1% on the amount advanced under the mortgage or €200, whichever is less, plus 1% on the difference between the amount advanced under the previous mortgage and the amount advanced under the new mortgage, if the amount advanced under the new mortgage is greater than the amount advanced under the existing mortgage, which is cancelled.</li> <li>- Where an existing mortgage is cancelled and <b>on the same day</b>, the mortgagor declares a new mortgage <b>on the same property, for the same purpose, with the same mortgagee and the amount advanced under the new mortgage is the same or less</b> than the amount advanced under the mortgage that is cancelled, the fees payable are €50.</li> </ul> <p>ii. It is provided that when an existing mortgage is cancelled and <b>on the same day</b>, the mortgagor declares a new mortgage <b>on another property</b> that is registered in his/her name, <b>with the same mortgagee</b>, then the fees that are payable are the following:</p>	

<ul style="list-style-type: none"> <li>- Either 0,25% on the amount advanced under the new mortgage, or €200 whichever of the two amounts is less, and</li> <li>- plus 1% on the difference between the amount advanced under the new mortgage and the amount advanced under the previous mortgage, if the amount advanced under the new mortgage is greater.</li> </ul> <p>(b) Additional fees for issuing of two certificates of registration of mortgage, for each certificate .....</p>	5,00
<p><b>2. Transfer of Mortgage</b></p> <p>(a) On the amount of the outstanding debt which remains unpaid or on the secured amount of the mortgage being transferred.</p> <ul style="list-style-type: none"> <li>i. Upon transfer by parent to the child: either 0,5% on the amount of the mortgage, or €500, whichever is the lower of the two amounts.</li> <li>ii. In any other case for any other transfer other than by parent to child ... 1%</li> </ul> <p>(b) Additional fees for issuing the certificate of registration of mortgage .....</p>	5,00
<p><b>D. ENCUMBRANCES AND PROHIBITIONS (charges)</b></p> <p>(a) For acceptance of documents that create an encumbrance or a prohibition on immovable property (registration of memo, interim order etc) .....</p> <p>(b) For the issue of a certificate of registration of charge .....</p> <p>(c) For the acceptance of documents for prolongation of the period of registration of memorandum (memo) .....</p> <p>(d) For the deposition of a contract of sale .....</p> <p>(e) For the deposition of an assignment contract:</p> <ul style="list-style-type: none"> <li>i. For an assignment by a parent to a child or by a relative to another relative within the third degree of kindred or by spouse to spouse .....</li> <li>ii. For any assignment other than an assignment that falls 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.</li> </ul> <p>(f) For the deposition of a “vesting” contract .....</p>	20,00 30,00 20,00 50,00 20,00 200,00
<p><b>E. FORCED SALE BY PUBLIC AUCTION</b></p> <p>(a) For the acceptance of the application for the sale of immovable property ....</p> <p>(b) For preparing Notices of Sale per District or Municipality or Community .....</p> <p>(c) For preparing various notifications to all interested parties, for each notification .....</p> <p>(d) For the distribution of the proceeds of sale (from the sale of property held in undivided shares):</p> <ul style="list-style-type: none"> <li>i. For an amount not exceeding €10.000,00 .....</li> <li>ii. For an amount exceeding €10.000,00 but not exceeding €100.000,00</li> <li>iii. For an amount exceeding €100.000,00 .....</li> </ul> <p>(e) For preparing a final account .....</p> <p>(f) For issuing a copy of the final account .....</p>	20,00 20,00 10,00 20,00 200,00 500,00 50,00 10,00

<b>F. LEASES</b>	<b>€</b>
<b>1. Registration of lease or sublease</b>	
(a) Upon lease or sublease from spouse to spouse or from relative to relative within the third (3 <sup>rd</sup> ) degree of kindred: - 0,5% on the market value of the lease with minimum fee the amount of €100.	
(b) In all other cases: - 5% on the market value of the lease with the minimum fee the amount of €100.	
(c) Fees for issuing the certificate of registration of lease or sublease .....	20,00
<b>2. Transfer of lease / sublease</b>	
(a) Upon gift or sale by parent to child or gift from spouse to spouse or from relative to relative within the third (3 <sup>rd</sup> ) degree of kindred .....	50,00
(b) Upon gift other than by parent to child or from spouse to spouse or from relative to relative within the third degree of kindred, on the market value of the lease .....	5%
(c) Upon sale, other than by parent to child, the fees are charged on:  - the sale price or the market value of the lease, whichever amount of the two amounts is approved by the Director .....	5%
<b>Notes:</b> - Fees are levied at the date of the deposit of the application for the registration of a lease or sublease or at the date of acceptance of a transfer of lease. The market value of the lease is determined by the Director of the Department of Lands & Surveys.  - 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 and the result of the valuation is notified to the interested person, the latest within three (3) months from the date of the deposit of the application for the registration of the lease or the acceptance 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.	
(d) Upon exchange of the lease with another right appertaining to any land or exchange of the lease with other type of immovable property, each party taking part in the transaction is levied a fee of .....	50,00
(e) Upon sale at a public auction, on the sale price .....	5%
(f) Upon registration /transfer of the lease by will to a non-legitimate heir(legatee), the fees are charged on the market value of the lease on the day of legator's death .....	5%
In case the legatee is the child or the spouse or a relative of the legator within the 3 <sup>rd</sup> degree of kindred, for each registration .....	50,00