

SERIAL NO.....



**MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING,  
URBAN DEVELOPMENT AND PUBLIC WORKS**

**STATE DEPARTMENT FOR HOUSING & URBAN DEVELOPMENT**

**APPLICATION FORM FOR PURCHASE OF HOUSES IN BONDENI,  
NAKURU THROUGH THE CIVIL SERVANTS HOUSING SCHEME**

**PRICE: KSHS.1000/=**

**A. PARTICULARS OF APPLICANT**

Surname.....Other Names.....  
Date of Birth..... ID/No ..... P/No.....  
Designation.....Job Group.....  
Ministry.....  
State Department .....Station.....  
Address.....  
Telephone.....Mobile No.....  
E-mail.....  
Marital status.....Name of Spouse.....  
Spouse’s Mobile No.....Spouse’s ID/No.....No. of Children.....  
Next of Kin.....Relationship.....  
Next of Kin ID/No.....Next of Kin Mobile No.....  
Next of Kin Birth Certificate No.....  
List of Beneficiaries  
1.....  
2.....  
3.....  
Do you have any physical disability?.....Yes/No. If yes please specify and attach documents .....

**B. HOUSE APPLIED FOR:-**

One bedroom  Two bedroom  Three bedroom

Preferred Floor (Tick only one)

Ground floor  2<sup>nd</sup> Floor  4<sup>th</sup> Floor   
1<sup>st</sup> Floor  3<sup>rd</sup> Floor  5<sup>th</sup> Floor

Selling Price KShs. ....  
Amount of deposit/upfront payment KShs. ....  
Amount of Loan applied for KShs. ....

**NB: Attach certified photocopies of:-**

- (i) National Identity Card for self and spouse
- (ii) Pay slips for the last 3 months, and one passport size photograph
- (iii) Children’s Birth Certificates
- (iv) Next of Kin National Identity Card and Birth Certificate
- (v) Beneficiary’s identity card and birth certificate
- (vi) Notice to vacate letter served to civil servants who occupied the estate

**C. INCOME DETAILS PER MONTH (KSHS.)**

Basic Salary	
House Allowance	
Spouse's Gross Income (Attach Proof)	
Any other income (Attach Proof)	
Total Income	

**D. MODE OF PAYMENT**

Tenant Purchase.....

Outright payment.....

Other (specify).....

**E. RETURN OF APPLICATION FORMS**

Duly completed forms should be returned to State Department for Housing and Urban Development, ARDHI HOUSE, CSHSF Secretariat offices, Ground Floor Wing 'A' or Nakuru County Director of Housing Office, Ardhi House, Ground Floor along Moi Road, Nakuru City. The application forms are to be returned together with required minimum deposit of 10% of sale price in bankers' cheque payable to **Administrator, Civil Servants Housing Scheme Fund** or deposit directly to our account at **Kenya Commercial Bank, Milimani Branch A/C No. 1108696325, A/C Name: Civil Servants Housing Scheme Fund.**

**Note: Successful applicants will be allocated houses on first comes first served basis.**

**F. BENEFICIARY/NON-BENEFICIARY STATUS FOR SELF AND SPOUSE**

Tick as relevant	SELF			SPOUSE	
Have you or your spouse benefitted from the Fund?	YES	NO		YES	NO
State the facility you or your spouse benefitted from:					
(a) Mortgage loan to purchase a residential house	<input type="checkbox"/>			<input type="checkbox"/>	
(b) Mortgage loan to construct a residential house	<input type="checkbox"/>			<input type="checkbox"/>	
(c) Purchase of house constructed by the fund	<input type="checkbox"/>			<input type="checkbox"/>	
(d) Purchase of non-strategic government house	<input type="checkbox"/>			<input type="checkbox"/>	
(e) Rental house constructed by the Fund	<input type="checkbox"/>			<input type="checkbox"/>	

If (a, b, c, d) state the selling price/cost of development/improvement KShs..... and amount financed KShs.....

**G. UNDERTAKING**

I undertake:-

- (i) To execute a Tenant Purchase Agreement with the Administrator of the Scheme on allocation of the house.  
OR  
Pay the full Purchase price within 90 days after acceptance of offer.
- (ii) To abide by all other terms and conditions of sale as set out in the Sale Agreement and Regulations Governing the Scheme which are stipulated in the Legal Notice No.98 dated 15<sup>th</sup> September 2004 and Amendment Regulation of 2015 on the Civil Servants Housing Scheme Fund.

**H. DECLARATION**

I certify that, the information provided herein is true, accurate and correct to the best of my knowledge and take full responsibility of the same.

Applicant’s Signature.....Date.....

Witnessed by  
Name.....

Address.....

Signature.....Date.....

Telephone.....

**I. FOR OFFICIAL USE ONLY**

**1. Deposit Received:**

- (a) KShs.....
- (b) Banker’s Cheque No/Transaction No.....Bank.....
- (c) Receipt No.....
- (d) Received by.....Signature.....

**2. Allocation**

- (a) Allocated House No..... (b) Type..... (c) L.R. No.....
- (d) Sale Price.....(e) Estate.....Date.....

**3. Deposit Refund**

- (a) Deposit refunded on.....
- (b) Amount.....
- (c) Cheque No.....
- (d) Checked by.....
- (e) Signature of Applicant.....
- (f) ID/No.....