

SERIAL NO.....



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

STATE DEPARTMENT FOR HOUSING & URBAN DEVELOPMENT

APPLICATION FORM FOR PURCHASE

OF

MAVOKO SUSTAINABLE NEIGHBOURHOOD PROJECT HOUSES

SOLD UNDER

THE CIVIL SERVANTS HOUSING SCHEME

PRICE: KSHS.1,000/=

A. PARTICULARS OF APPLICANT

Surname.....Other Names.....

Date of Birth..... ID/No P/No.....

Serving Civil Servant in the National Government

National Police Service (**NPS**) Officer

Designation.....Job Group.....

Ministry/State Department/Government Agency.....

Station.....Address.....

Telephone.....Mobile N o

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 (Attach documents).....

B. HOUSE APPLIED FOR:

S/NO.	HOUSE DESCRIPTION	NO. OF UNITS	PLINTH AREA (M2)	SALE PRICE (KSHS)
1.	3 Bedroom Bungalow (Type B1)	24	60.93	2,950,000
2.	2 Bedroom 1 Maisonettes (Type B2)	34	63.0	3,550,000
3.	2 Bedroom Flats (Type B3)	32	60.5	2,600,000
4.	2 Bedroom Flats (Type B4)	32	60.5	2,600,000
5.	3 Bedroom Bungalow with Domestic Quarters (Type C1)	14	105	4,600,000
6.	3 Bedroom Maisonettes with Domestic Quarters (Type C2)	26	98	4,300,000
OFFICERS IN JOB GROUP 'A' TO 'H'				
S/NO.	HOUSE DESCRIPTION	NO. OF UNITS	PLINTH AREA (M2)	SALE PRICE (KSHS)
7.	2 Bedroom Bungalow (Type A2)	37	48.4	1,550,000
8.	2 Bedroom Flats (Type B3)	22	48.4	1,550,000
9.	1 Bedroom Flat (Type B3)	6	39.50	1,100,000

Please specify house typology applied for and plinth area.....

Preferred Floor for Flats Only (Tick only one)

1st Floor 3rd Floor 5th Floor
2nd Floor 4th Floor Ground Floor

Selling P r i c e 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) Payslips for the last 3 months
- (iii) One passport size photograph
- (iv) Officers on secondment to attach valid secondment letter
- (v) Children’s Birth Certificates
- (iv) Next of Kin National Identity Card and Birth Certificate
- (v) Beneficiary’s identity card and birth certificate

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).....

NB:

Possession of house to outright purchasers shall be granted only after full payment is done.

E. RETURN OF APPLICATION FORMS

Duly completed forms should be returned to Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works, ARDHI HOUSE, CSHSF Secretariat offices, Ground Floor Wing 'A' on or before Friday 8th July, 2022 (17.00 hrs). The application forms are to be returned together with required minimum deposit of 10% of sale price in bankers' cheque payable to the Administrator; Civil Servants Housing Scheme Fund, or deposit directly to an account at **KCB Milimani Branch A/C No. 1108696325, A/C Name: Civil Servants Housing Scheme Fund**. No application form will be accepted after the afore-cited closing date. Allocation criteria shall be in accordance with CSHSF Regulations.

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
- (b) Mortgage loan to construct a residential house
- (c) Purchase of house constructed by the fund
- (d) Purchase of non-strategic government house
- (e) Rental house constructed by the Fund

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 15th 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..... (f) Date.....

3. Deposit Refund

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