



**SERIAL NO.....**

**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND  
URBAN DEVELOPMENT**

**STATE DEPARTMENT FOR HOUSING & URBAN DEVELOPMENT**

**APPLICATION FORM FOR PURCHASE**

**OF**

**HOUSES IN KINGS BOMA ESTATE - RUIRU**

**OFFERED UNDER**

**THE CIVIL SERVANTS HOUSING SCHEME FUND**

**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 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 (Attach documents) .....

**B. HOUSE APPLIED FOR:**

S/NO.	HOUSE DESCRIPTION	NO. OF UNITS	PLINTH AREA (M2)	PROVISIONAL SALE PRICE KSHS(WITHOUT PARKING)	PROVISIONAL SALE PRICE KSHS(WITH PARKING)
1.	Studio	8	25	1,250,000	1,450,000
2.	1 Bedroom	6	30	1,500,000	1,700,000
3.	2 Bedroom	12	40	2,000,000	2,200,000
4.	2 Bedroom (without master ensuite)	101	64	3,392,000	3,592,000
5.	2 Bedroom (master ensuite)	67	75	3,975,000	4,175,000
6.	3 Bedroom (with balcony)	16	85	4,505,000	4,705,000

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

Preferred Floor (Tick only one)

1<sup>st</sup> Floor  3<sup>rd</sup> Floor  5<sup>th</sup> Floor  7<sup>th</sup> Floor  9<sup>th</sup> Floor  11<sup>th</sup> Floor   
2<sup>nd</sup> Floor  4<sup>th</sup> Floor  6<sup>th</sup> Floor  8<sup>th</sup> Floor  10<sup>th</sup> 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) Pay slips 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
- (vi) Notice to vacate letter served to Civil Servants occupying 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..... (Attach proof of availability of funds)
- Other (specify).....

**NB:**

- i. Tenant Purchase is only applicable to serving civil servants in the National Government and NPS officers.
- ii. 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 Lands, Public Works, Housing and Urban Development, ARDHI HOUSE, Civil Servants Housing Scheme Fund (CSHSF) Secretariat offices, Ground Floor Wing 'A'. 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 account at **KCB Milimani Branch A/C No. 1108696325, A/C Name: Civil Servants Housing Scheme Fund.** 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> 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..... (f) Date.....

**3. Deposit Refund**

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