

FORM D

SERIAL NO.....



**MINISTRY OF LANDS, PUBLIC
WORKS, HOUSING AND URBAN DEVELOPMENT
STATE DEPARTMENT FOR HOUSING & URBAN DEVELOPMENT
CIVIL SERVANTS HOUSING SCHEME FUND**

**APPLICATION FORM FOR HOUSING LOAN/FINANCE TO
PURCHASE/DEVELOP/IMPROVE A RESIDENTIAL HOUSE**

PRICE: KSHS.1000/=

A. PARTICULARS OF APPLICANT

Surname.....Other Names.....
Date of Birth..... ID/No P/No.....
Designation.....Job Group.....
Ministry.....
State DepartmentStation.....
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.....

B. TYPE OF LOAN/MORTGAGE FINANCE APPLIED FOR:

Tick as relevant

- (i) Purchase of residential house
- (ii) Development of a residential house
- (iii) Improvement of a residential house
- (iv) Purchase of land and development of a residential house
- (v) Equity release for improvement or development of a residential house

Land Reference No.....

Selling Price/Cost of Development/Cost of improvement Ksh.....

Loan/Mortgage finance applied for Ksh.....
(Should not exceed 90% of the selling price/cost of development or cost of improvement)

NB: Attach certified photocopies of:-

- (i) National Identity Card for self and spouse
- (ii) Payslips 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) Original Letter from employer confirming employment status

Attach copies of:-

- (i) Copy of Title/Official Search
- (ii) Approved Building Plan for construction/improvement
- (iii) Letter of Offer or Sale Agreement for purchase
- (iv) Priced Bills of Quantities for intended construction/improvement

C. INCOME DETAILS PER MONTH (KSHS.)

Basic salary	
Rental House Allowance	
Spouse Income (Attach Proof)	
Any other income (Attach Proof)	
Total Income	

D. MODE OF PAYMENT

Check – Off.....

Others (specify).....

E. PREFERRED PROCESSING BANK (Specify).....

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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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

G. RETURN OF APPLICATION FORMS

Duly completed forms should be returned to Ministry of Lands, Public Works, Housing and Urban Development, ARDHI HOUSE, CSHSF offices, Ground Floor Wing ‘A’. The 1000/- for application form should be deposited directly to our account at **KCB Milimani Branch A/C No. 1108696325**, A/C Name: Civil Servants Housing Scheme Fund.

H. UNDERTAKING

I undertake:-

- (i) To execute a Mortgage Financing Agreement with the Mortgage Management Service Provider.
- (ii) To abide by all other terms and conditions of loan/ mortgage finance.

J. DECLARATION

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

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

Witnessed by

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

Name.....

Address.....

Telephone.....

K. FOR OFFICIAL USE ONLY

1. Deposit paid or beneficiary’s contribution

Kshs.....

2. Property Details

(a) Type of House being purchased/Constructed

(b) L.R. No.....

(c) Sale Price/Cost of development Kshs.....

(d) Loan Granted to Applicant Kshs.....

(e) Signature of Administrator of Civil Servants Housing Scheme Fund

.....

(f) Date.....