

SERIAL NO.....



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

**STATE DEPARTMENT FOR HOUSING & URBAN DEVELOPMENT**

**APPLICATION FORM FOR PURCHASE OF HOUSES DEVELOPED  
BY CIVIL SERVANTS HOUSING SCHEME IN MACHAKOS**

**PRICE: KSHS.1,000/=**

**A. PARTICULARS OF APPLICANT**

Surname.....Other Names.....  
Date of Birth..... ID/No ..... P/No.....  
Designation.....Job Group.....  
Serving Civil Servant in the National Government   
National Police Service (NPS) Officer  Public Servant  Member of Public   
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 and attach documents.....

**B. HOUSE APPLIED FOR:-**

2 Bedroomed House@ 3,300,000/-  3 Bedroomed House@ 4,300,000/-

Preferred Floor (Tick only one)

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

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

**Note: Members of Public are required to add Five percent (5%) to the purchase price.**

**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

**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:**

- (i) Tenant Purchase is only applicable to serving civil servants in the National Government and NPS officers.
- (ii) Possession of house to outright purchasers will 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' or Machakos County Housing Office next to Machakos Show Ground. The application forms are to be returned together with required minimum deposit of 10% of sale price in bankers' cheque payable to the Administrator of the Scheme (CSHSF), Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works or deposit directly to our account at **KCB Milimani Branch A/C No. 1108696325, A/C Name: Civil Servants Housing Scheme Fund.** Allocation is on First Come 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?	<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 Ksh ..... and Amount financed Ksh.....

**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.....Telephone/Mobile No.....

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

**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.....