

**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 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.....

**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
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YES	NO
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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’. Payment of **Ksh. 1050/- (inclusive of Ksh. 50/- convenience fee)** for the application form is through Mpesa to E-citizen on **USSD Code \*222#**, and follow the prompts by selecting; Housing, then; Civil Servants, and then Sale of form to make payment.

**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.....