

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 ORCHID ESTATE - THIKA

OFFERED 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 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 or Birth Certificate No. (if minor)

Next of Kin Mobile 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 TYPOLOGY	NO. OF UNITS	PLINTH AREA (M2)	PROVISIONAL SALE PRICE KSHS (WITHOUT PARKING)	PROVISIONAL SALE PRICE KSHS (WITH PARKING)
1.	Studio apartment	26	20	1,000,000	
2.	One Bedroom	47	30	1,500,000	
3.	Two Bedroom (Without Master Ensuite)	48	59	3,245,000	3,445,000
4.	Two Bedroom (Master Ensuite)	48	70	3,850,000	4,050,000
5.	Three Bedroom (Master Ensuite)	27	83	4,565,000	4,765,000

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

Preferred Floor (Tick only one)

Grd Floor 1st Floor 2nd Floor 3rd Floor 4th Floor 5th Floor
6th Floor 7th Floor 8th Floor 9th Floor 10th Floor 11th Floor
12th Floor 13th Floor 14th Floor 15th Floor 16th Floor 17th Floor

Selling Price 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.....
 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, CSHSF Secretariat offices, Ground Floor Wing 'A'. The application forms are to be returned together with required minimum deposit of 10% of sale price payable to the Administrator of the Scheme (CSHSF) account at **KCB Milimani Branch A/C No. 1108696325, A/C Name: Civil Servants Housing Scheme Fund**. The fee of Kshs. 1000/-for the application form and the deposit to be made through Mpesa to E-Citizen on USSD Code *222#, by selecting option 4. Housing; Option 2. Civil Servants then follow other prompts. Kindly note that the fee and the deposit are payable separately. While making payment, you are required to pay the amount due and an additional Kshs 50 ecitizen convenience fee
 The Allocation criteria shall be in accordance with CSHSF Regulations.

F. BENEFICIARY/NON-BENEFICIARY STATUS FOR SELF AND SPOUSE

Tick as relevant

	SEL F		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 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.....

