

APPLICATION FOR CIVIL SERVANT HOUSING SCHEME FUND GOVERNMENT QUARTER IN NAIROBI

This form must be completed by an officer applying for rental housing accommodation addressed to the Principal Secretary State Department for Housing & Urban Development and submitted to the **Director CSHSF Office, Ardhi House Ground Floor, during official working hours (8.00am – 5.00pm), Monday - Friday**. The Form is available at www.housingandurban.go.ke.

Please attach
Passport Size
Photo here

The Principal Secretary
State Department for Housing & Urban Development
P.O. Box 30119-00200
NAIROBI

Thro' **The Director Human Resource Management/Development**
Ministry of
P.O. Box
NAIROBI

1. Name P/No..... ID. No.
PIN No. Date of Birth
2. Designation Job-group..... Duty Station
3. Ministry of..... Department.....
4. Address and Contact of the applicant:-
P.O. Box Code Mobile No..... Email
5. Basic Salary (per month) House Allowance (per month) Net Pay.....
6. (a) Terms of service - Permanent/Probation/Contract/Temporary
(If on Contract Terms, please attach a copy of the current Contract)
7. Date appointed to the Government service (if broken service gives last date of joining);
8. (i) Marital Status: Married [] Single [] (Please tick)
(ii) If Married, please provide details of the Spouse:
Name P/No. (If Applicable)
ID. No. PIN No. Date of Birth
- Occupation Organization (If Employed)
- (iii) Are you living with the Spouse
- (iv) Do you or any member of your Nuclear Family have any Physical Disability? Yes / No
(If Yes, please attach proof).
9. If applicable, state number and age(s) of children living with you:-
No Children, aged
- (Please attach certified copy(ies) of Birth Certificate(s) of the above declared child or children)
10. (a) Have you or your Spouse benefited from a Government Quarter before? Yes / No
(b) If Yes, Mortgage or Rental? Mortgage [] Rental []
Please give Details
11. Subject to availability, indicate (tick) preference
Single Room [] Double Room [] Bed sitter [] One Bed roomed []
Two Bed roomed [] Three Bed roomed []

12. Indicate (tick) preferred locality (guided by the **'House Categories Eligibility'** below):

Lower Grades: Shaurimoyo & Mbotela Decanting Sites []

Middle Grades: Ngara []

13. Briefly explain any other reason that in your opinion merits you priority in consideration for allocation of a Government Quarter (Attach supporting document)

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14. (a) Please note, Civil Servants including their Spouses, who benefited from previous sales or those who have been facilitated through the CSHSF with a Housing Loan/Mortgage and those who may have benefited from earlier allocation of Government Houses and those who are already in occupation of Government Rental Houses do not qualify.

DECLARATION

(b) I certify that the above particulars are correct, accurate and true and further certify that any false information will disqualify me from being considered for Government Housing.

Date

(Signature of applicant)

House Categories Eligibility:

J/G	HOUSE ALLOWANCE SCALE (Kshs per month)	Eligible House Category	J/G	HOUSE ALLOWANCE SCALE (Kshs per month)	Eligible House Category
A	3,750	LOWER GRADES (LGS)	J	10,000	MIDDLE GRADES (MGS)
B	3,750		K	16,500	
C	3,750		L - M	28,000	
D	4,125		N	35,000	
E	4,500		P - Q	45,000	HIGH GRADES (HGS), It also includes MGS in: Muguga Green, Ashoka, and Shanbrook.
F	4,500		R	50,000	
G	6,750		S	60,000	
H	6,750		T	80,000	

Please attach:

- 3 latest copies of payslips certified by Director HRM/D of your Employer or certified copy of current Contract;
- Copy of National Identity Card;
- Current Passport Size Photo;
- Certified copies of Birth Certificate(s) of the above declared child or children;
- Proof of Physical Disability/Registration Card from the National Council for People Living with Disability; and
- Any other supporting document.

NB: THE APPLICATION IS VALID FOR ONE CALENDER YEAR ONLY

MTIHUDP (CSHSF)