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REF. KR/B-3/3/4

Application form for Lease of Building Commercial for commercial use.

Applicant's full names _____
(As in National ID/Certificate or Incorporation or registration - Attach copy)

Current Physical Address _____

Postal Address _____

P.O. Box _____ Code _____ Town _____

Telephone contact: Office _____

Mobile _____

PIN NO. _____

ID.NO. _____

Certificate of Registration _____

Emails Contacts Address _____

Particulars of Land being applied for:-

Town _____

Location _____

Description _____

Size _____

(Provide a sketch map from a registered surveyor)

Intended Use _____

(Give full details) _____

Period of lease requested: _____

Stand premium offered if lease
Requested is 10 years and above: _____

Monthly rental offer: _____

Rental Escalation offer: _____

Provide information on intended improvements and development including
the business plan and the costs estimates.

Note:

1. KR may in its entire discretion reject any application without giving any reasons whatsoever.
2. This application does not constitute a letter of offer by KRC.
3. The processing fee of Kshs. 5,000 is not refundable.

APPLICANT'S CERTIFICATE

I hereby certify that **ALL** the above information and attached documents are true and correct to the best of my knowledge, information and belief.

NAME OF APPLICANT: _____

SIGNATURE: _____ Date: _____

Witness (Must be an Advocate of the High Court of Kenya)

Witness

Name _____

Date _____ Stamp _____

Official Use Only

Management Land Use Committee

Date of consideration _____

Approved

Not Approved

If not reasons: _____

If Approved

Type of occupancy Lease TOL

Period _____ Monthly rent _____

Escalation _____

Special conditions. _____

Official Use Only

Board (if over 15 years lease)

Date of consideration _____

Approved

Not Approved

If not reasons: _____

If Approved

Approved Period _____ Monthly rent _____

Escalation _____

Special Conditions _____

Date of communication to applicant _____

If approved

Date of acceptance _____ Date of hand over _____

A/C No. _____

Payment Details

Amount paid _____

Date _____

Receipt No. _____

Name of processing officer

Position _____ Signature _____

Documents that must be supplied with the application.

All applicants

- Copy of the applicants PIN certificate.
- A sketch map by a registered surveyor.
- Original of the receipt for the application.

Limited Liability Companies

- 1) Certificate of Registration.
- 2) Memorandum and Articles of Association.
- 3) Details of the registered offices.
- 4) Last Annual Returns filed with the Companies Registry and a copy of the filing receipt.
- 5) Name and Branch of Bankers.

- 6) A certificate from the Company Secretary authenticating all documents.

Partnerships and Sole Proprietors

- 1) Certificate of Registration.
- 2) Copy of the National ID of the members.
- 3) PIN Certificates of all members.
- 4) Photographs of all members.
- 5) Name and Branch of Bankers.

Individuals

- 1) National ID.
- 2) Photograph.
- 3) PIN Certificate.