

# HOUSE CLEARANCE PROCEDURE FOR RETIREES

## Requirements:

Clearance Form

## Start

- Submit duly filled clearance form

Do you have county house from our records?

No

Cleared within 10 Minutes

Yes

Is the house located in Kimathi, Ring Road, Ruring'u or Muthaiga estate?

No

Is the rent and penalties duly paid ?

Yes

Yes

No

Vacate & provide house keys for inspection

No

Have you vacated and have the house inspected ?

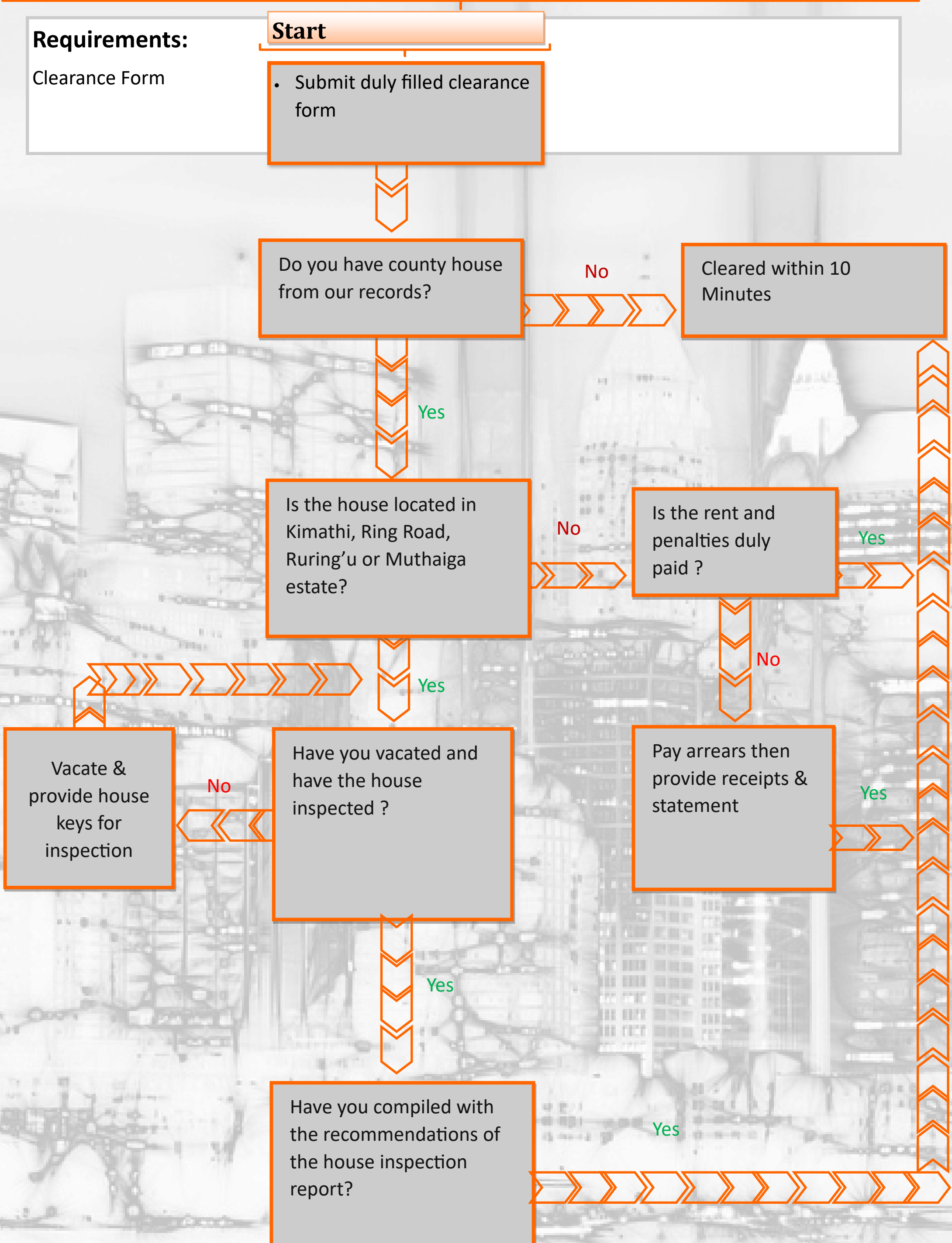
Yes

Pay arrears then provide receipts & statement

Yes

Have you complied with the recommendations of the house inspection report?

Yes



# CGN HOUSE ALLOCATION PROCEDURE

## DOCUMENTS REQUIRED

- Duly filed and signed Tenancy Agreement by an advocate or Commissioner of Oaths
- 2 passport photos
- ID copy
- KRA PIN

## Start

Submit an application letter

The application is booked in the Space & Housing Allocation committee

Is there a vacant house found & allocated by the committee?

Applicant to await a vacancy for reconsideration

Has the applicant availed the requisite documents (See Documents required)

Applicant to avail the required documents

Applicant to be shown the unit and occupy immediately.

**NB:** Houses in Kimathi, Muthaiga, Ruring'u & Ring Road estate are exclusively for staff as per the **Estate Administration Guidelines, 2021.**

# CGN HOUSE RENOVATION PROCEDURE

## START

Submit a renovation request

Is the house rent & penalties duly paid to date?

Pay arrears, provide receipts & statement

Yes

No

From our assessment is the renovation cost within the FY renovation budget

No

Is house in an uninhabitable state & posing risk to the tenant

Yes

Yes

The tenant to vacate as funds for renovation are sought in the next FY budget

No

The tenant to continue occupying pending provision of funds in the next FY

Are funds for renovation available?

Yes

Renovate & reinstate the tenant