



Estate Administration

User - Guide



Estate Administration Application

Steps

The application is initiated by the office of the Attorney General on the public portal.

An invoice is generated for the process, payment is made then the application is submitted.

Director of land valuation receives the application and approves thus assigning to a valuer.

Valuer computes office report after which the application is submitted to the director for harmonization.

The director of land valuation approves or rejects the application.

On approval, the applicant can access the valuation report and certificate.




Office of the AG Dashboard



Attorney General Login

The user logs in using their username, password and an OTP sent to their phone

Login



Identification number

Password

OTP Code

 0:1:42 Resend

Login

[Don't have an account. Register here](#) [Back to home](#) [Forgot your password?](#)





Listing of Services

The dashboard displays the services from which the applicant views Valuation Services

The screenshot shows a user dashboard for 'ardhisasa'. The top navigation bar is dark brown and contains the time '9:23:58 AM', the user name 'SHAMBA LAKO, HATI SAFI', a notification bell icon with '17' unread notifications, a Kenyan flag icon, and the text 'Private account'. Below the navigation bar, a brown banner displays 'Hi Office Of The Attorney General, welcome'. The main content area is titled 'Services' and features a search bar with the placeholder text 'Find Service'. Below the search bar, there are two columns of service categories: 'Land Registration' and 'Land Administration'. The 'Land Registration' column lists 'Search', 'Transfer', and 'Charge' with a 'View More' button. The 'Land Administration' column lists 'Change of User', 'Extension of Lease', and 'Extension of User' with a 'View More' button. On the left side, there is a vertical sidebar with navigation options: 'Services', 'My Properties', 'My Appointments', 'My Tickets', 'Notifications', and 'Account'. In the bottom right corner, there is a circular 'We Are Here' chat icon with a '2' notification badge.

ardhisasa
Shamba Lako, Hati Safi!

9:23:58 AM SHAMBA LAKO, HATI SAFI   Private account

April 30, 2021

Hi Office Of The Attorney General, welcome

Home / Dashboard

Services

Search for a Service

Land Registration

Search

Transfer

Charge

[View More](#)


Land Administration

Change of User

Extension of Lease

Extension of User

[View More](#)



User selects Estate Administration

The list displayed will show all department processes, user selects asset valuation

The screenshot displays the Ardhisasa web application interface. At the top, the header shows the time 9:25:46 AM, the date April 30, 2021, the user name SHAMBA LAKO, HATI SAFI, a notification bell with 17 alerts, the Kenyan flag, and the account type Private account. The left sidebar contains a navigation menu with the following items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area shows the breadcrumb Home / Dashboard / MoLPP / Valuation and a section titled Valuation Services. This section contains a list of services: Asset Valuation, Government Agencies Purchase, Government Leasing, Estate Administration, and Arbitration. The 'Estate Administration' option is highlighted. In the bottom right corner, there is a 'We Are Here!' chat widget with a notification badge showing 2 messages.

9:25:46 AM
April 30, 2021
SHAMBA LAKO, HATI SAFI
17
Private account

ardhisasa
Shamba Lako, Hati Safi!

Services
My Properties
My Appointments
My Tickets
Notifications
Account

Home / Dashboard / MoLPP / Valuation

Valuation Services

- Asset Valuation
- Government Agencies Purchase
- Government Leasing
- Estate Administration**
- Arbitration

We Are Here!
2

New Application

The user clicks on the New Application action button to initiate an application



Services

My Properties

My Appointments

My Tickets

Notifications

Account

9:27:01 AM

SHAMBA LAKO, HATI SAFI



Private account

April 30, 2021

Home / Dashboard / MoLPP / Valuation / Application

Estate Administration applications

New Application

Pending 0

Ongoing 15

Completed 1

Rejected 0

Cancelled 0

Search

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	VAL/EA/X3CGPW9YTQ	Apr 22, 2021, 4:54:48 PM	8 days	Ongoing	View
2	VAL/EA/J7L8FA1U88	Apr 13, 2021, 2:37:56 PM	17 days	Ongoing	View
3	VAL/EA/OI1108H50B	Apr 13, 2021, 10:10:55 AM	17 days	Ongoing	View
4	VAL/EA/YN23XXC626	Mar 22, 2021, 4:30:15 PM	a month	Ongoing	View
5	VAL/EA/0B3X50VJU9	Mar 22, 2021, 8:43:29 AM	a month	Ongoing	View
6	VAL/EA/0VFE8GAD5E	Mar 19, 2021, 9:52:36 AM	a month	Ongoing	View



Making An Application – FAQs

Defines key terminologies that are used repeatedly in the application



Services

My Properties

My Appointments

My Tickets

Notifications

Account

9:28:46 AM

SHAMBA LAKO, HATI SAFI



Private account

April 30, 2021

Home / Dashboard / MoLPP / Valuation / New Application

Estate Administration : New application

1 FAQs — 2 Parcel details — 3 Proprietorship details — 4 Documents — 5 Verification

Frequently Asked Questions

What is Estate administration?

It is the process of determining market value of properties belonging to a deceased.

What is development?

What is land user?

What is letter of offer?

What are loose assets?

What is valuation certificate?



Making An Application – Parcel Details

Parcel details are keyed in on the provided template

The screenshot displays the user interface of the Ardhisasa Shamba Lako, Hati Safi web application. The top navigation bar is dark brown and contains the time '11:36:37 AM', the date 'April 30, 2021', the user name 'SHAMBA LAKO, HATI SAFI', a notification bell icon with '17' alerts, a Kenyan flag icon, and the text 'Private account'. The left sidebar features the Ardhisasa logo and a menu with items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area shows a breadcrumb trail: Home / Dashboard / MoLPP / Valuation / New Application. The page title is 'Estate Administration : New application'. A progress indicator at the top of the form shows five steps: 1. FAQs, 2. Parcel details (current step), 3. Proprietorship details, 4. Documents, and 5. Verification. The 'Application details' section includes several form fields: 'Enter parcel number: *' with the value 'NAIROBI/BLOCK96/7'; 'Enter the land user' with a dropdown menu showing 'Commercial'; 'Select if property is developed *' with radio buttons for 'Developed' (selected) and 'Undeveloped'; 'Enter the type of development *' with the value 'Office Block'; and 'Enter the description of the development' with the value '4 storey building, 56 partitioned offices, 10 board rooms'. A 'Yes' radio button is selected for 'Select if you need valuation report *'. A 'Go' button is located at the bottom right of the description field. In the bottom right corner, there is a circular logo with the text 'We Are Here' and a '1' in a red circle.

11:36:37 AM
April 30, 2021
SHAMBA LAKO, HATI SAFI
17
Private account

ardhisasa
Shamba Lako, Hati Safi

Home / Dashboard / MoLPP / Valuation / New Application

Estate Administration : New application

1 FAQs — 2 Parcel details — 3 Proprietorship details — 4 Documents — 5 Verification

Application details

Enter parcel number: *

NAIROBI/BLOCK96/7

Enter the land user

Commercial

Select if property is developed *

Developed Undeveloped

Enter the type of development *

Office Block

Enter the description of the development

4 storey building, 56 partitioned offices, 10 board rooms

Select if you need valuation report *

Yes No

We Are Here 1

Making An Application – Contact Details

The applicant adds a contact person and their contact details

The screenshot shows the Ardhisasa Shamba Lako, Hati Safi web application interface. The top navigation bar includes the time (11:38:28 AM), date (April 30, 2021), user name (SHAMBA LAKO, HATI SAFI), a notification bell with 17 alerts, a profile icon, and the text 'Private account'. The breadcrumb trail is 'Home / Dashboard / MoLPP / Valuation / New Application'. The main heading is 'Estate Administration : New application'. A progress bar shows five steps: 1. FAQs, 2. Parcel details, 3. Proprietorship details (current step), 4. Documents, and 5. Verification. The 'Proprietorship details' section contains a table with one entry:

Deceased ID Number	Action
767676	Remove

Below the table are two input fields for contact details:

- Enter the property contact's name: * (Text input: Jane James)
- Enter the property contact's phone number: * (Text input: 0735862547)

An 'Add' button is located below the phone number field. At the bottom right, there are 'Back' and 'Next' buttons. A 'We Are Here!' sticker is in the bottom right corner.

Making An Application – Document Upload

Applicant uploads letter of offer and loose assets documents in the recommended format



Services

My Properties

My Appointments

My Tickets

Notifications

Account

11:42:51 AM

SHAMBA LAKO, HATI SAFI

April 30, 2021



Private account

Home / Dashboard / MoLPP / Valuation / New Application

Estate Administration : New application

FAQs Parcel details Proprietorship details **4** Documents 5 Verification

Documents

Letter of offer(should be .pdf, .png or .jpeg):

Choose file

Loose assets(should be .xlsx or .csv):

Choose file

[Additional documents](#)

Back

Next



Making An Application – Verification

A summary of the application is displayed for verification then submission can be done

The screenshot displays the Ardhisasa web application interface. At the top, the header shows the time (11:45:32 AM), date (April 30, 2021), user name (SHAMBA LAKO, HATI SAFI), a notification bell with 17 alerts, a Kenyan flag, and the account type (Private account). The left sidebar contains navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area is titled "Estate Administration : New application" and features a progress bar with five steps: FAQs, Parcel details, Proprietorship details, Documents, and Verification (the current step, marked with a '5'). Below the progress bar, the "Verification" section displays the following information:

Parcel Number: NAIROBI/BLOCK96/7

Applicant	ID / Registration number	Contact Person	Phone Number
Office Of The Attorney General	AG0631	Jane James	0735862547

Deceased	ID Number
Kamau Munyua	767676

Land status: Developed **Land use:** Commercial

At the bottom right, there are "Back" and "Submit" buttons. A "We Are Here!" badge with a location pin and a notification bell with 1 alert is also visible.

Confirmation of application submission

The system queries the applicant for confirmation before submission

The screenshot displays a web application interface for 'ardhisasa Shamba Lako, Hati Safi'. The user is logged in as 'SHAMBA LAKO, HATI SAFI' on 'April 30, 2021'. The page title is 'Estate Administration : New application'. A confirmation dialog box is centered on the screen, asking 'Are you sure?' and 'Are you sure you want to submit the request?'. The dialog has 'No' and 'Yes' buttons. The background shows a progress bar with 'Verification' as the current step, and a 'Submit' button at the bottom right. A 'We Are Here!' badge is also visible in the bottom right corner.

11:46:20 AM
April 30, 2021

SHAMBA LAKO, HATI SAFI

Private account

Home / Dashboard / MoLPP / Valuation / New Application

Estate Administration : New application

Are you sure?

Are you sure you want to submit the request?

No Yes

Verification

Parcel Number: NA

Applicant

Office Of The Attorney

Deceased

Kamau Munyua

Land status: Developed

Land use: Commercial

Back Submit

We Are Here!

Invoice

The system automatically generates an invoice on successful submission of the application



Services

My Properties

My Appointments

My Tickets

Notifications

Account

11:50:26 AM

SHAMBA LAKO, HATI SAFI



Private account

April 30, 2021

Home / Dashboard / MoLPP / Valuation / Application Details

Estate Administration : Application VAL/EA/3BGXH3LPNL

Cancel Application

Submit Request

Progress level: Application received, awaiting payment / payment confirmation (25% done)

Application Details

Documents

Invoices

Application Invoices

No.	Date	Payment	Total Amount	Balance	Status	Actions
1	Apr 30, 2021	Estate Administration	Ksh. 2,000.00	Ksh. 2,000.00	Pending	Pay View ▼

Items per page: 10

1 - 1 of 1



Invoice Details

The invoice details can be viewed by clicking on the 'view invoice' button



Services

My Properties

My Appointments

My Tickets

Notifications

Account

11:54:14 AM

SHAMBA LAKO, HATI SAFI



Private account

April 30, 2021

Home / Dashboard / Invoice Details

Application Invoice Details

Back

Download



Phone: 0743922876, 0773641455, 0732682593

Email: ardhisasa@lands.go.ke

Website: ardhisasa.lands.go.ke

Recipient

NAIROBI/BLOCK96/7

INVOICE UNPAID

Invoice No. 2IBRIDCLNJ

No.	Payment Description	Amount
1	Estate Administration Fee	Ksh. 2,000.00

Total Amount: Ksh. 2,000.00

Total Paid: Ksh. 0.00

Balance: Ksh. 2,000.00



Payment procedures

The payments can be made through the various shown options



Services

My Properties

My Appointments

My Tickets

Notifications

Account

Estate Administration : Application VAL/EA/3BGXH3LPNL

Cancel Application

Submit Request

Progress level: Application received, awaiting payment / payment confirmation (25% done)

Application Details

Documents

Invoices

Application Invoices

No.	Date	Payment	Total Amount	Balance	Status	Actions
1	Apr 30, 2021	Estate Administration	Ksh. 2,000.00	Ksh. 2,000.00	Pending	Close View ▼

Select payment method *

Mock Cooperative Bank Mpesa Express Mpesa



To pay your bill (KES 2000.00) via Mpesa. Follow the steps below.

- Go to m-pesa on your phone
- Select paybill option
- Enter business no. 8300300
- Enter account no. 2IBRIDCLNJ
- Enter amount. 2000.00
- Enter your m-pesa pin and send
- You will receive a confirmation message from mpesa
- Once you have received a confirmation sms. Click complete button below

Confirm



Final Submission

After payments have been made the application can now be submitted for processing

The screenshot shows the Ardhisasa web application interface. The top navigation bar includes the time (12:00:43 PM), date (April 30, 2021), user name (SHAMBA LAKO, HATI SAFI), a notification bell with 18 alerts, a flag icon, and the account type (Private account). The left sidebar contains navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area displays the application details for 'Estate Administration : Application VAL/EA/3BGXH3LPNL'. The status is 'Pending'. A confirmation dialog box is overlaid on the page, asking 'Are you sure?' and 'Are you sure you want to submit the request?' with 'No' and 'Yes' buttons. The background application details include a table of application entries and a table of proprietors.

Home / Dashboard / MoLPP / Valuation / Application Details

Estate Administration : Application VAL/EA/3BGXH3LPNL

Cancel Application Submit Request

Are you sure?

Are you sure you want to submit the request?

No Yes

No.	App	Contact	Phone number
1	Office Of The Attorney General AG0631	Jane James	0735862547

No.	Proprietor	ID Number
1	Sarah Katumbi Masive	30893850

Land status: Developed Land use: Commercial

We Are Here!



Office of the AG



Office of the attorney general – Approved Application

The applicant logs in to view the progress of the application, it is under the approved applications tab

The screenshot displays the Ardhisasa web application interface. The top navigation bar is dark brown and contains the time '12:45:30 PM', the user name 'SHAMBA LAKO, HATI SAFI', a notification bell icon with '19', a Kenyan flag icon, and the text 'Private account'. Below the navigation bar, the breadcrumb trail reads 'Home / Dashboard / MoLPP / Valuation / Application'. The main content area is titled 'Estate Administration applications' and features a 'New Application' button. A progress bar shows the status of applications: Pending (0), Ongoing (15), Completed (2), Rejected (0), and Cancelled (0). A search bar is located to the right of the progress bar. Below the search bar is a table with the following data:

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	VAL/EA/3BGXH3LPNL	Apr 30, 2021, 11:47:03 AM	4 days	Completed	View
2	VAL/EA/C8QPLSCF87	Apr 12, 2021, 7:27:29 AM	22 days	Completed	View

At the bottom of the table, there is a pagination control showing 'Items per page: 20' and '1 - 2 of 2' with navigation arrows. In the bottom right corner, there is a 'We Are Here!' logo with a speech bubble icon and a '1' notification badge.

Documents Tab

Process Documents will be available for viewing, download and printing



Services

My Properties

My Appointments

My Tickets

Notifications

Account

12:48:51 PM

SHAMBA LAKO, HATI SAFI



Private account

May 4, 2021

Home / Dashboard / MoLPP / Valuation / Application Details

Estate Administration : Application VAL/EA/3BGXH3LPNL

Progress level: Valuation Request completed (100% done)

Application Details

Documents

Invoices

No.	Application documents	Action
1	Letter offer	View
2	Loose assets	View

#	Process documents	Action
1	Valuation certificate	Download
2	Valuation report	Download

Items per page: 10 1 - 2 of 2 < >



Documents Tab

Process Documents will be available for viewing, download and printing



Services

My Properties

My Appointments

My Tickets

Notifications

Account

12:48:51 PM

SHAMBA LAKO, HATI SAFI



Private account

May 4, 2021

Home / Dashboard / MoLPP / Valuation / Application Details

Estate Administration : Application VAL/EA/3BGXH3LPNL

Progress level: Valuation Request completed (100% done)

Application Details

Documents

Invoices

No.	Application documents	Action
1	Letter offer	View
2	Loose assets	View

#	Process documents	Action
1	Valuation certificate	Download
2	Valuation report	Download

Items per page: 10 1 - 2 of 2 < >

