Government Leasing

User - Guide

Government Leasing Application

Steps

Government agency (parastatal or government institution) creates the application on the public portal.

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.

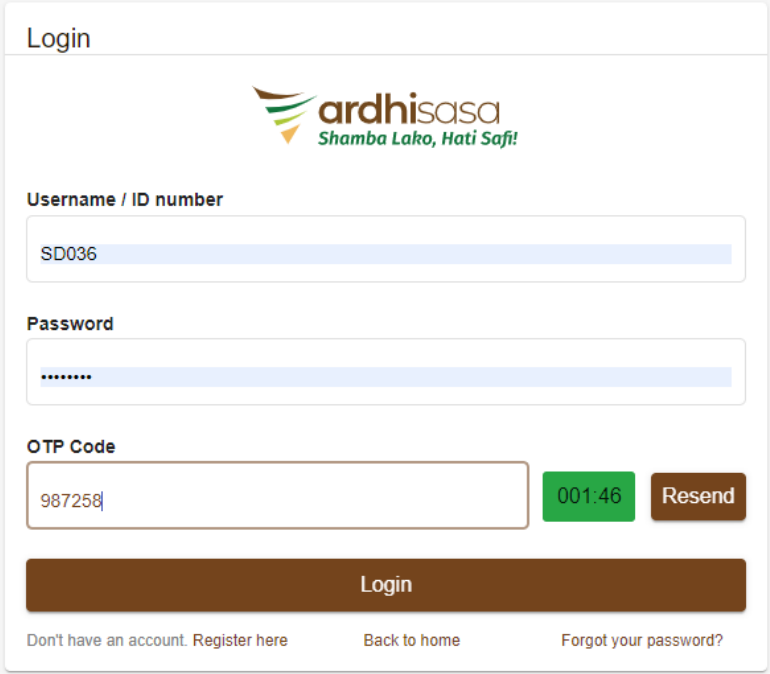
On approval, the agency can access the valuation report and certificate.

The process does not require payment.

Government Agency Dashboard

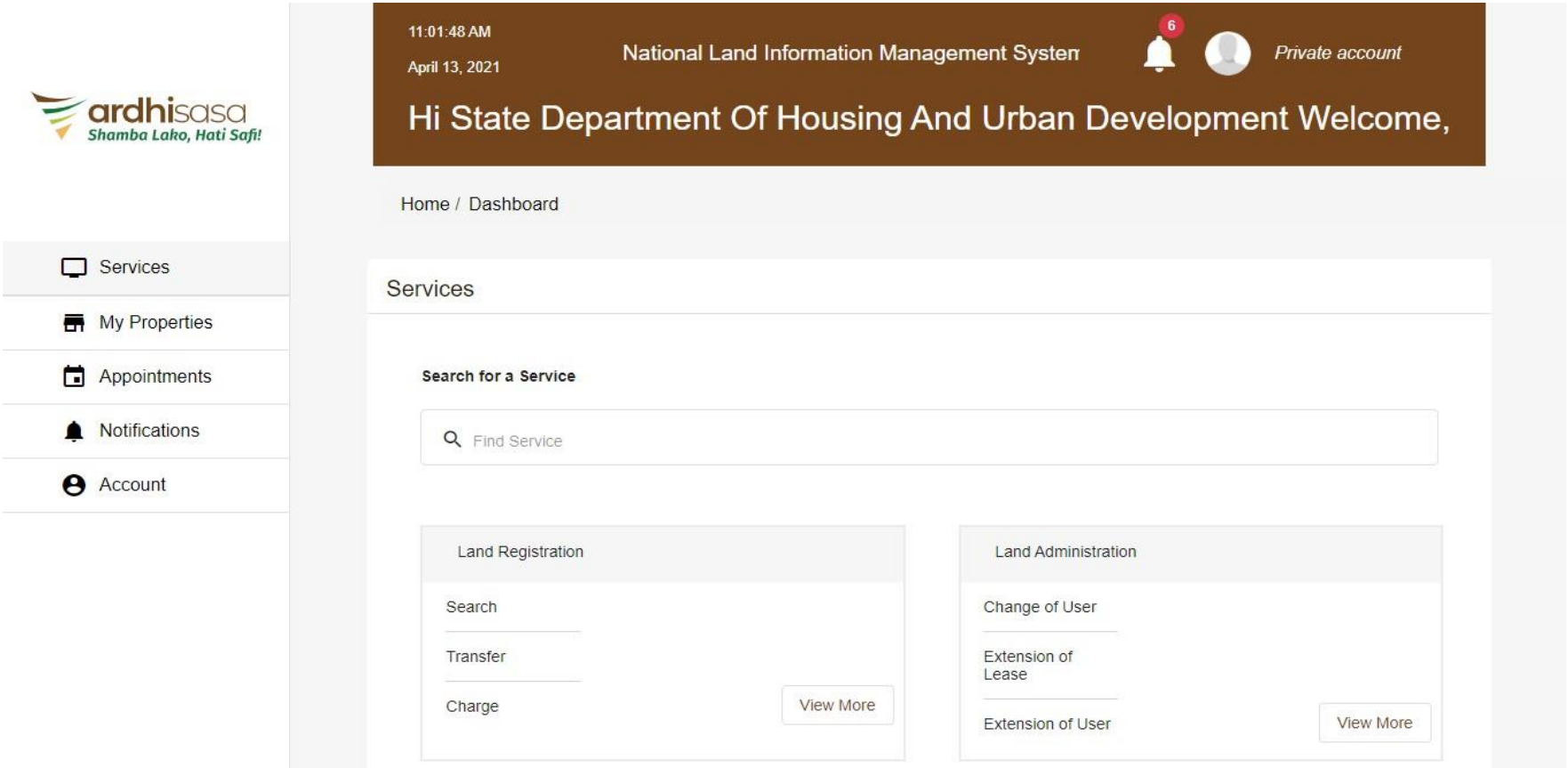
Government Agency Login

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



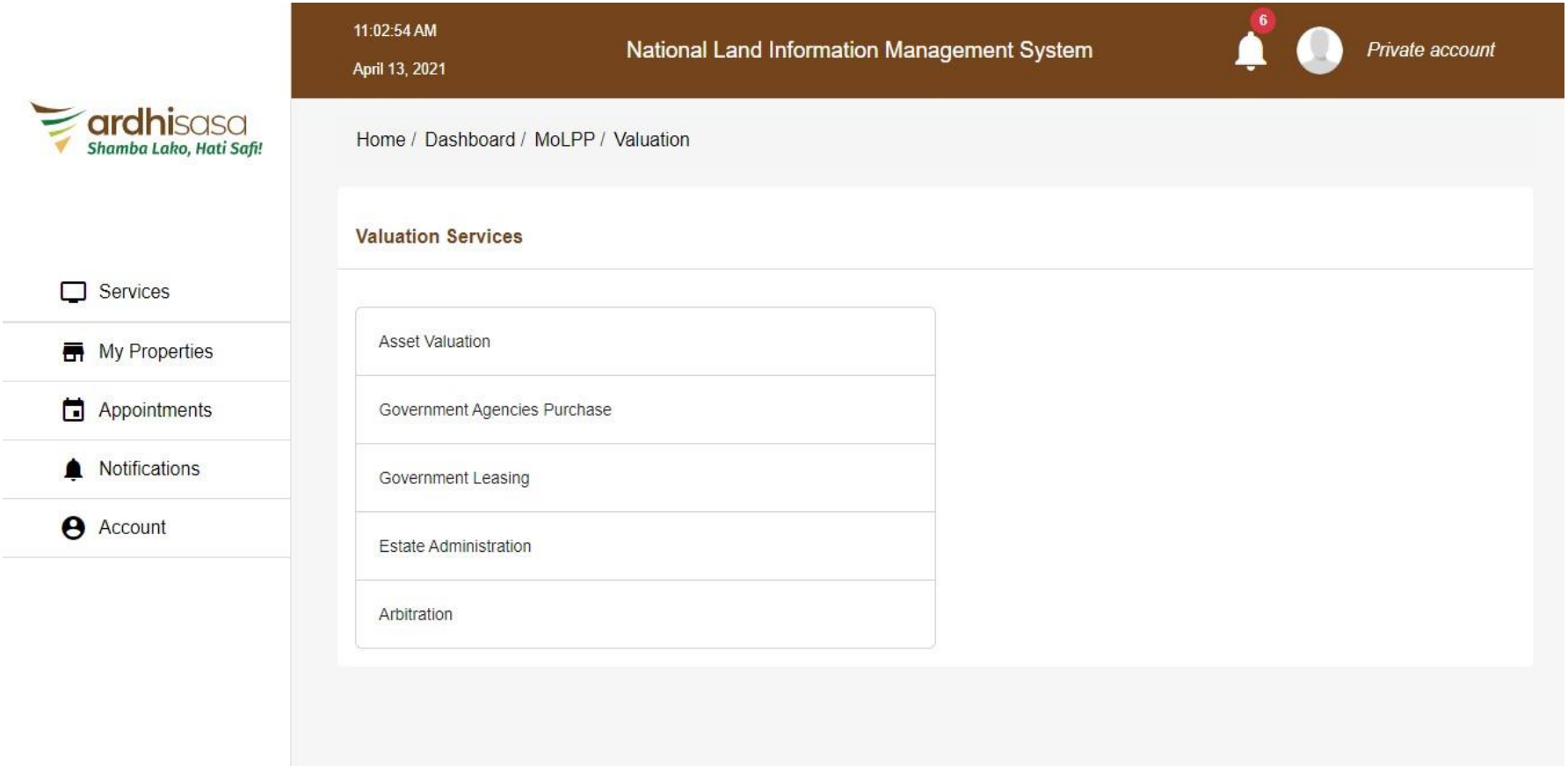
Selection of MoLPP Services

User selects MoLPP Services from the dashboard



User selects Government Leasing

The list displayed will show all department processes, user selects leasing



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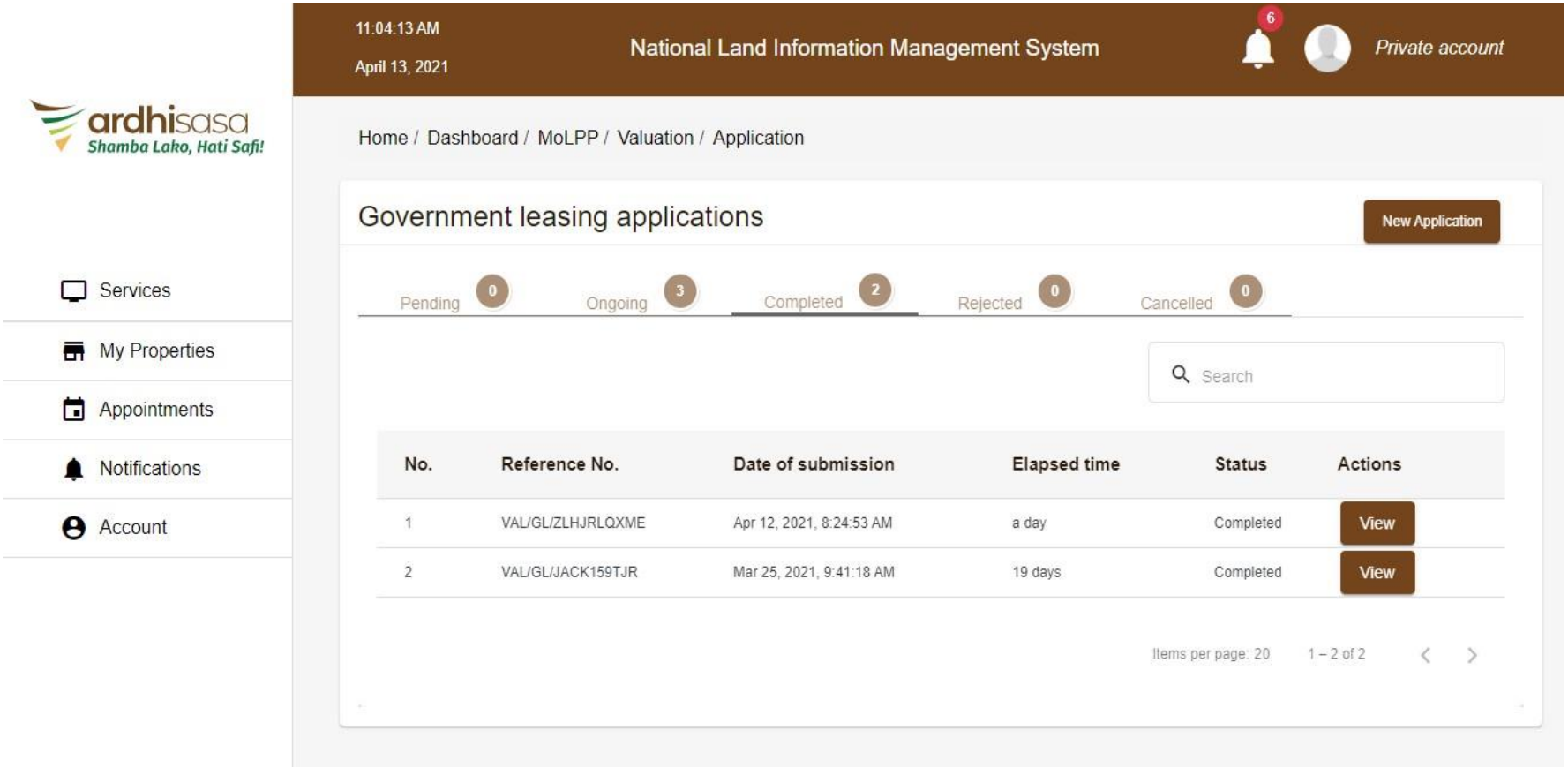

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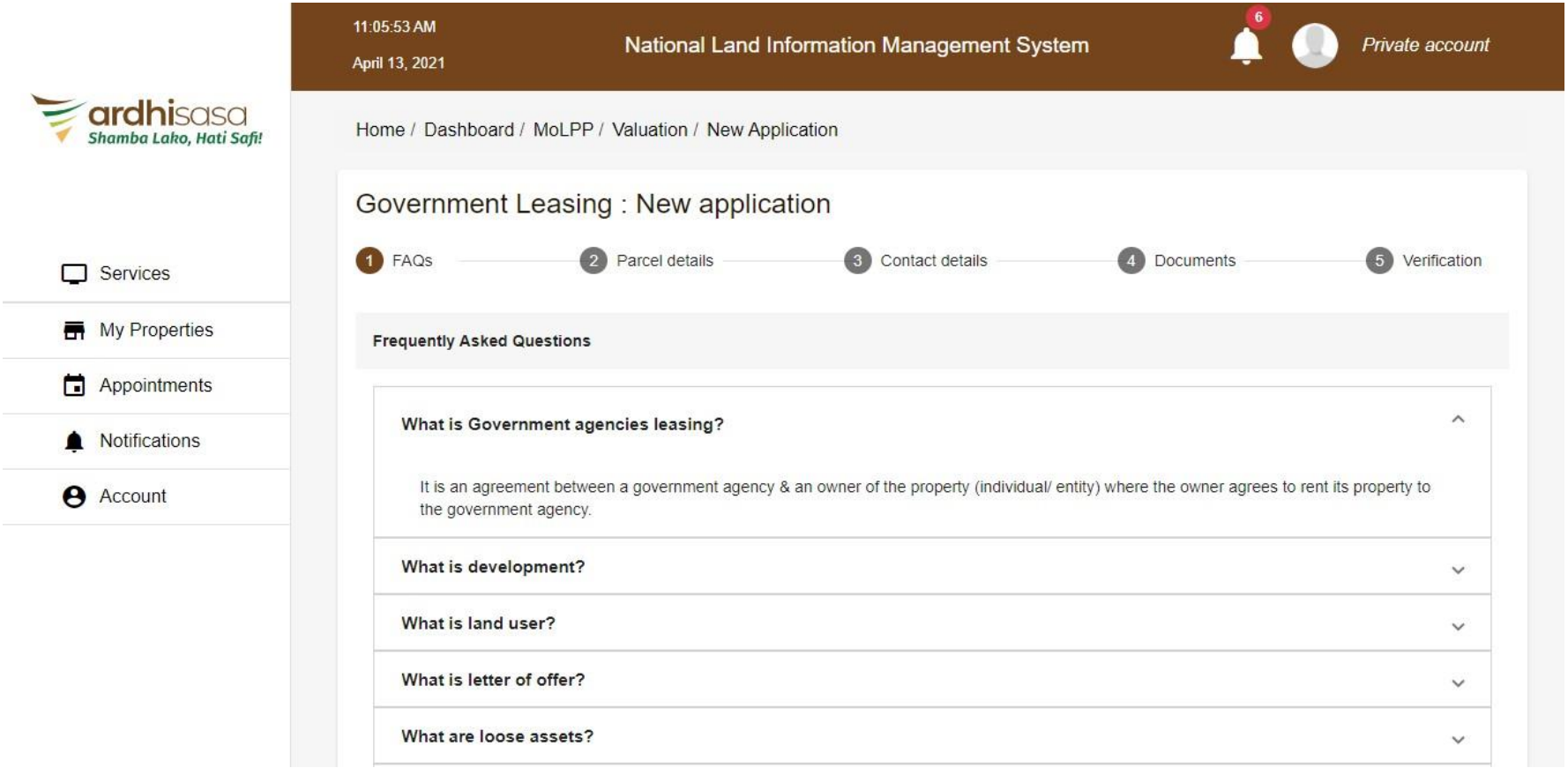
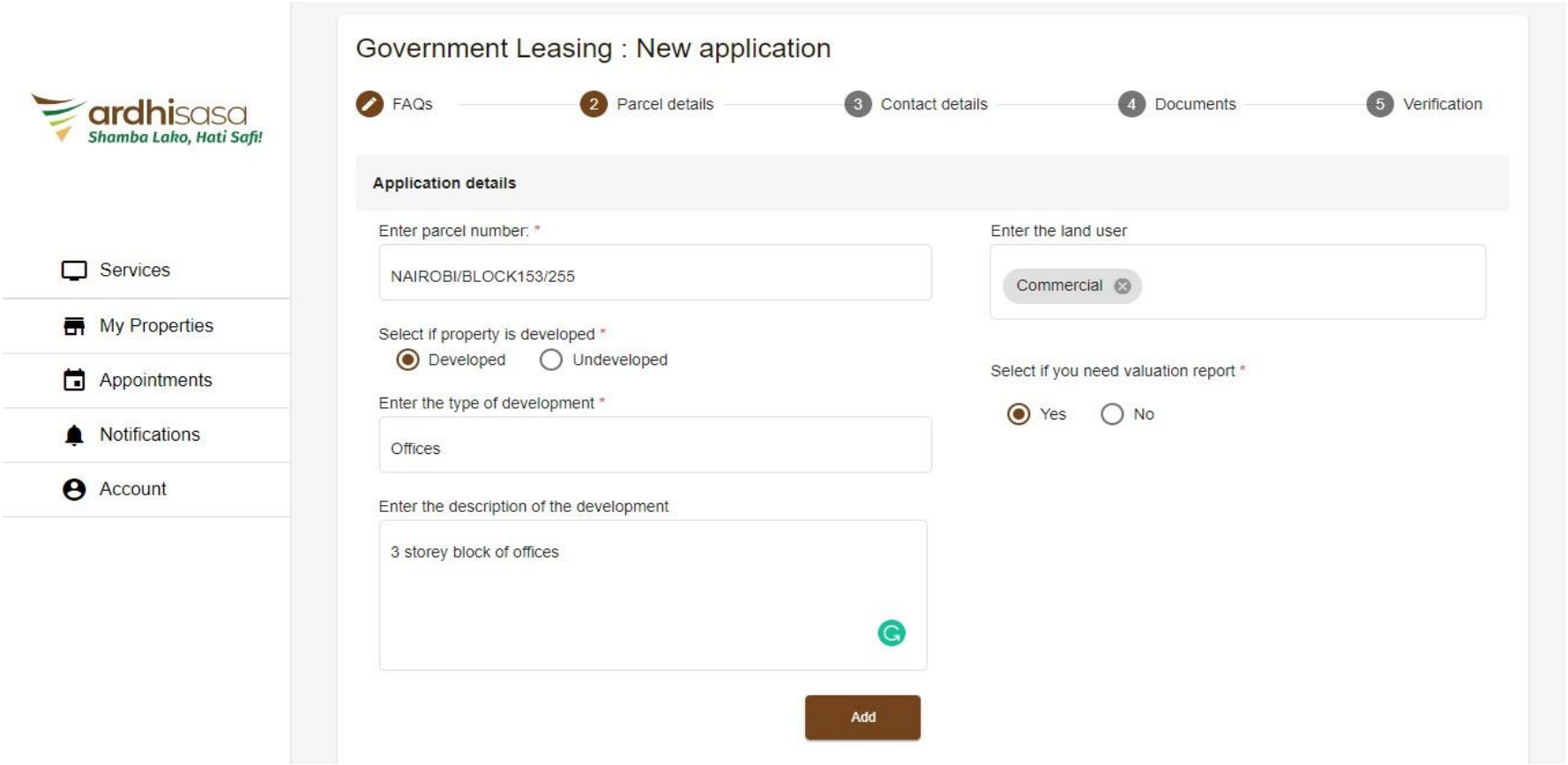


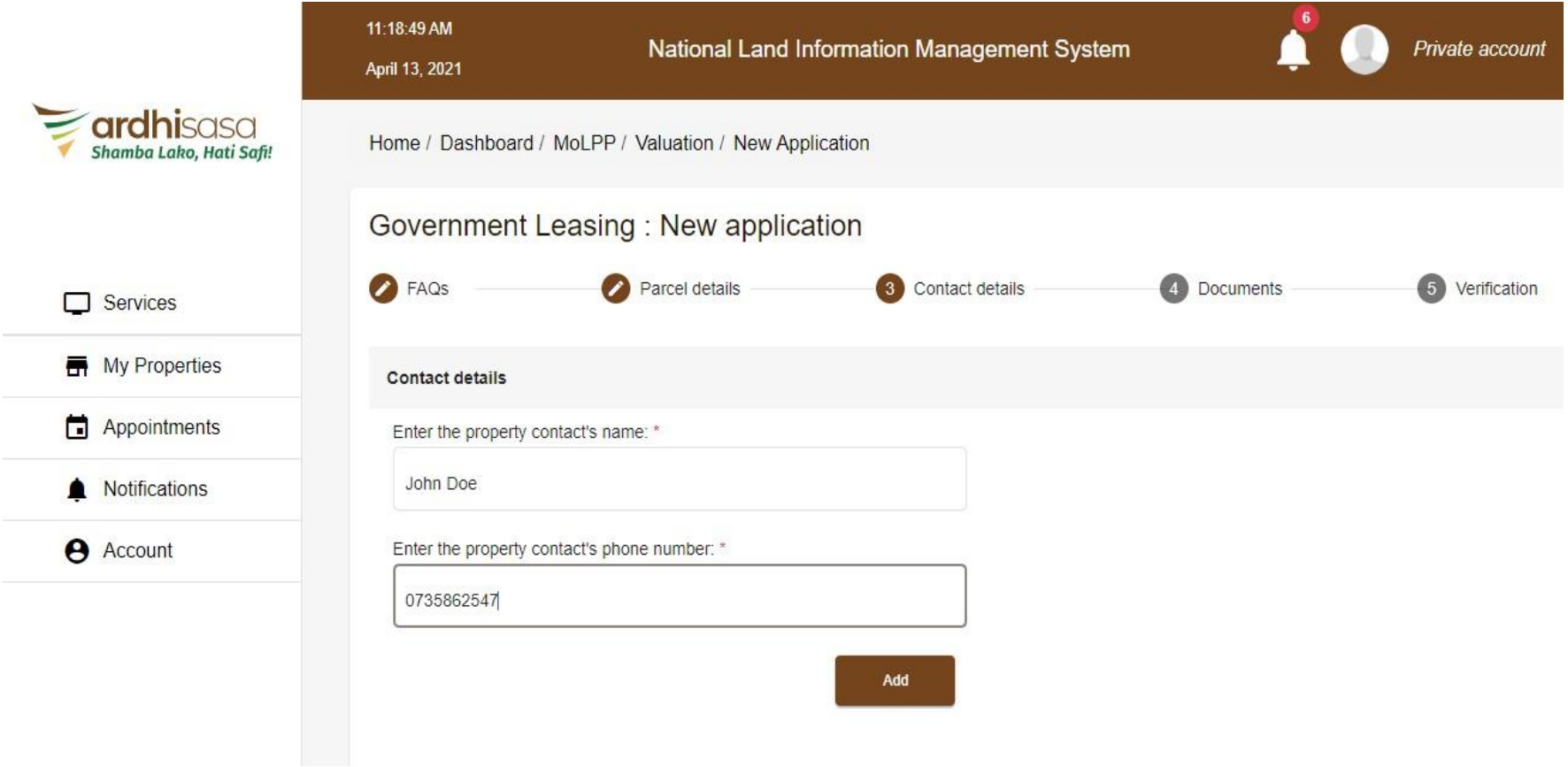
Making An Application – Parcel Details

Parcel details are keyed in on the provided template



Making An Application – Contact Details

The applicant adds a contact person, their contact and defines lease details



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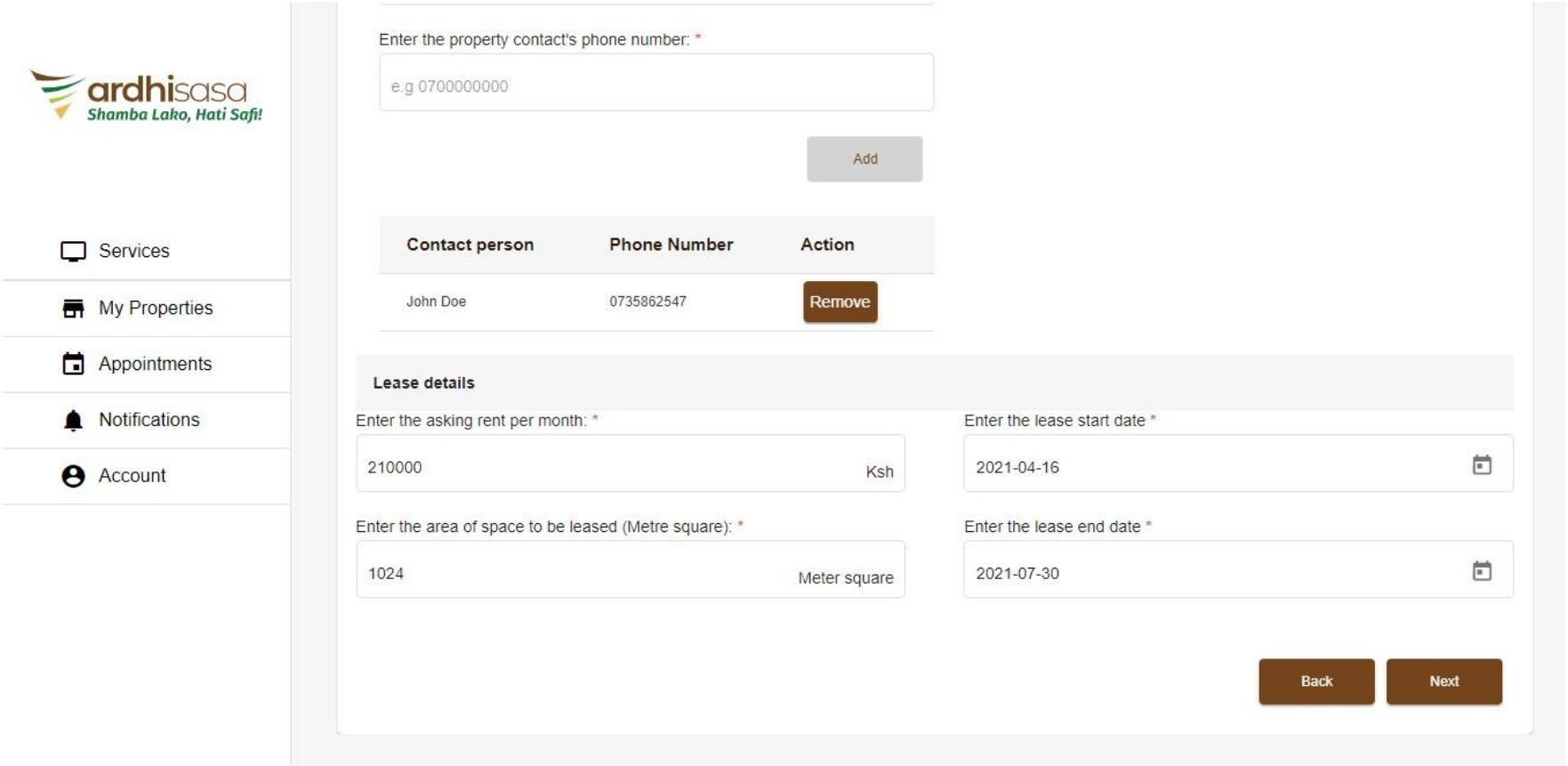
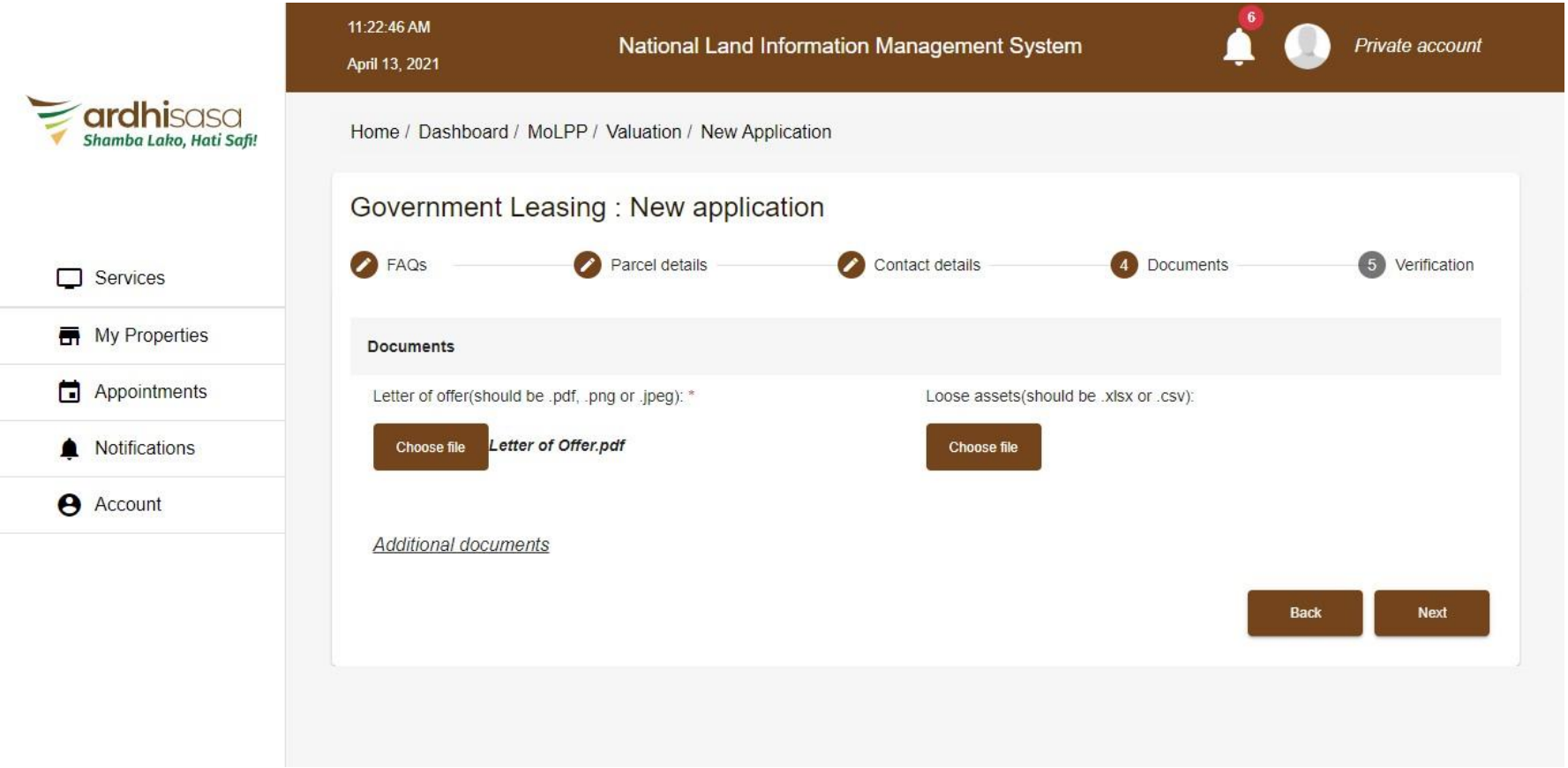


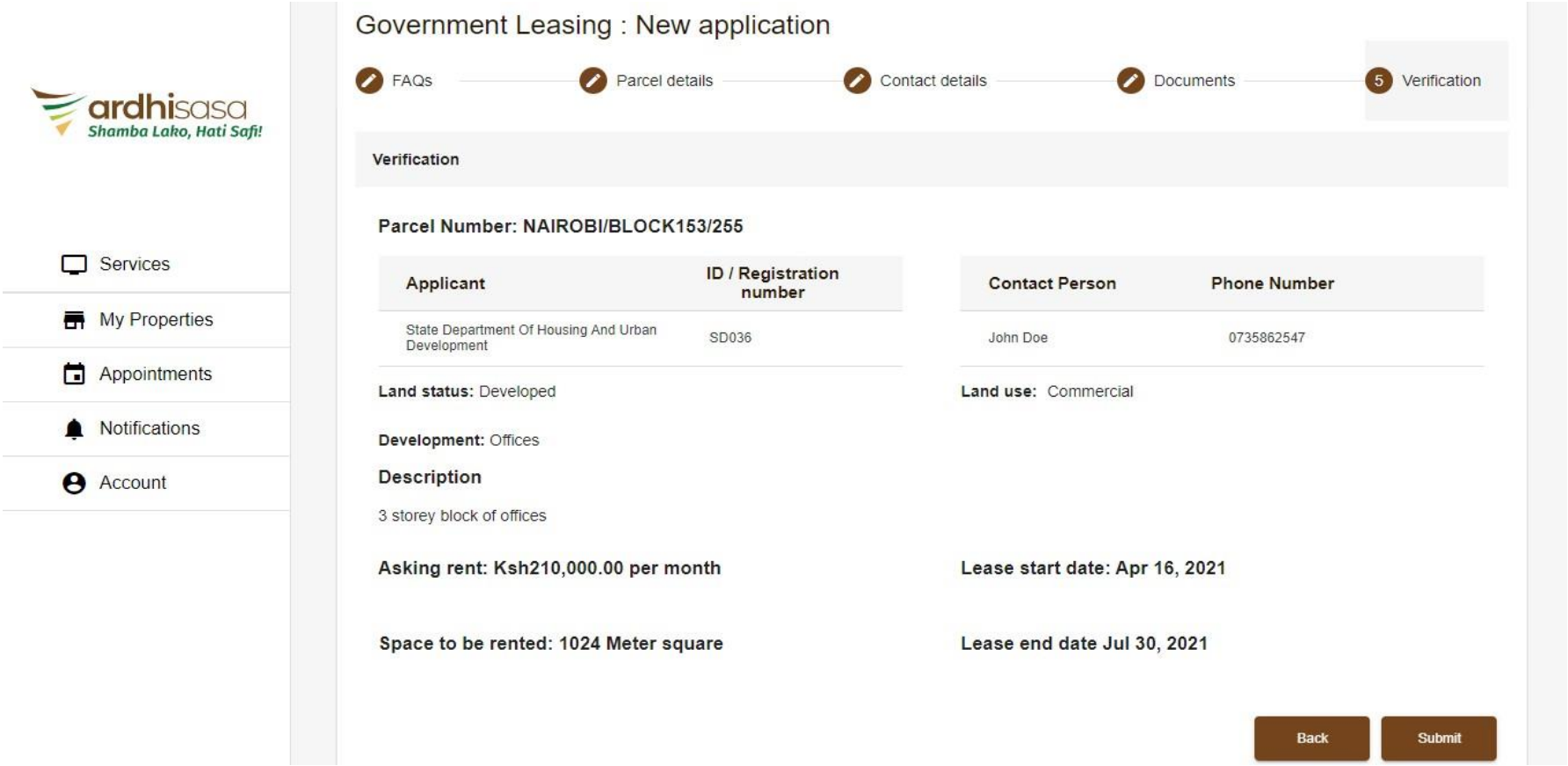
Making An Application – Document Upload

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



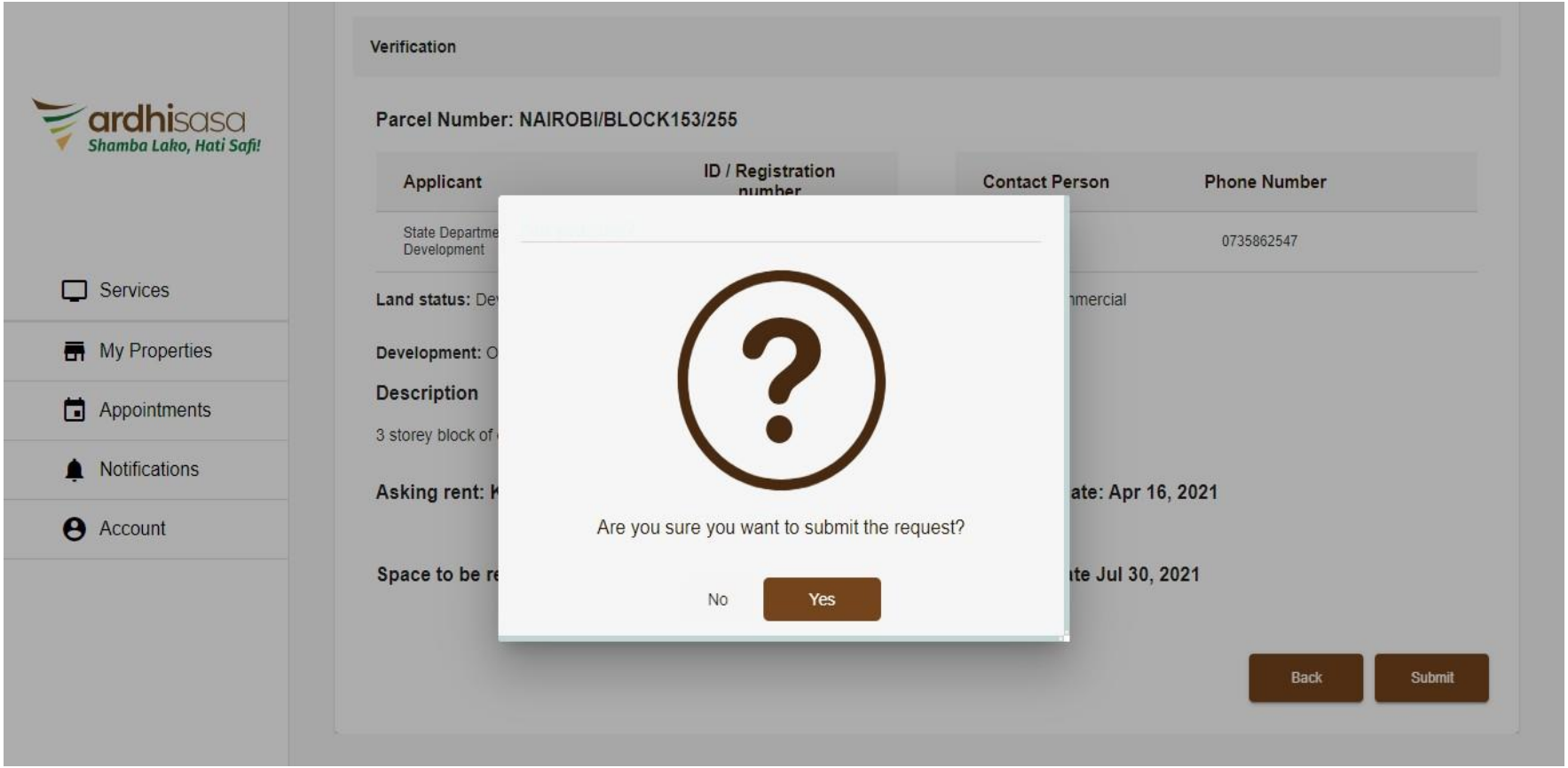
Making An Application – Verification

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



Confirmation of application submission

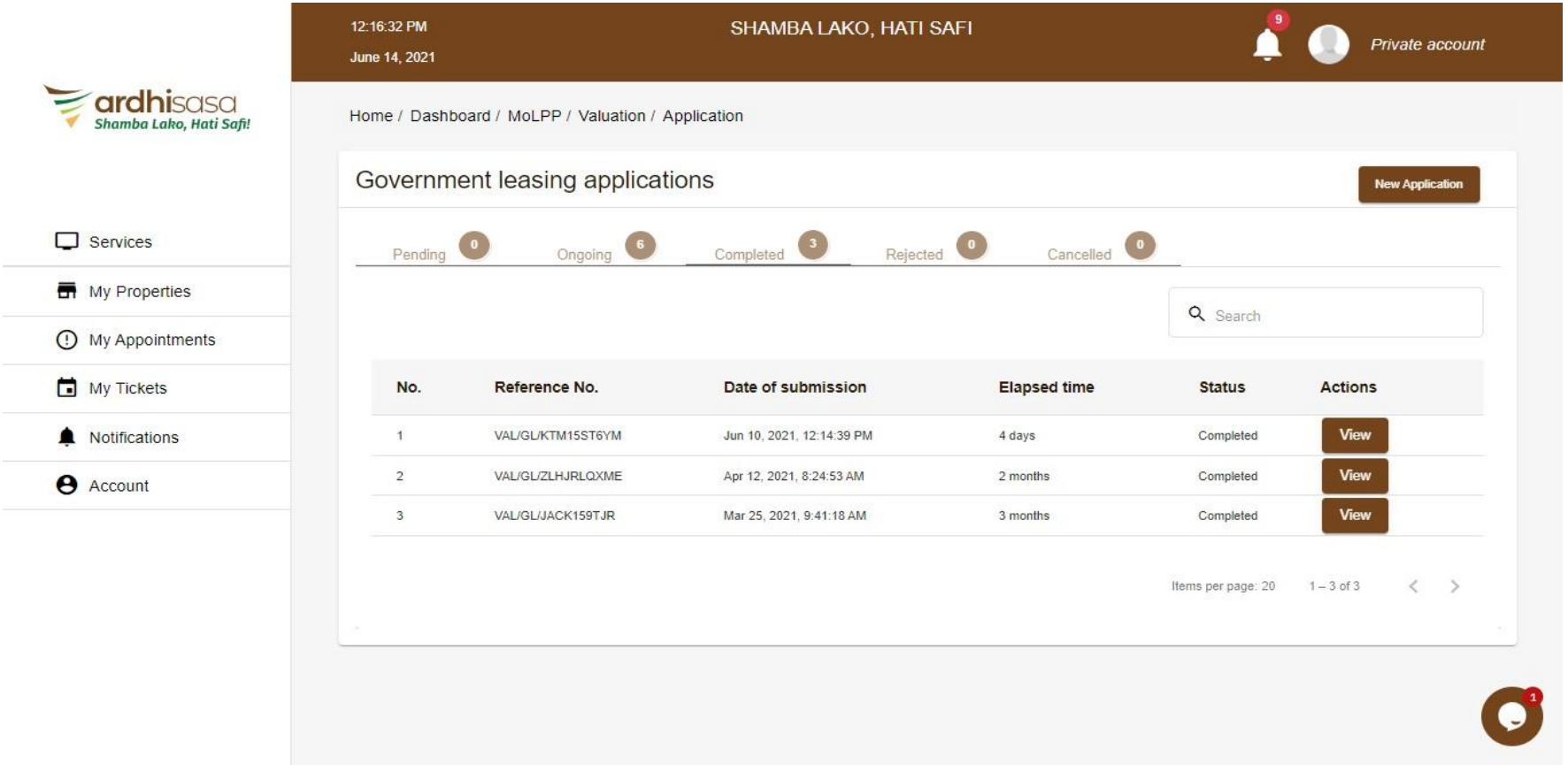
The system queries the applicant for confirmation before submission



Government Agency

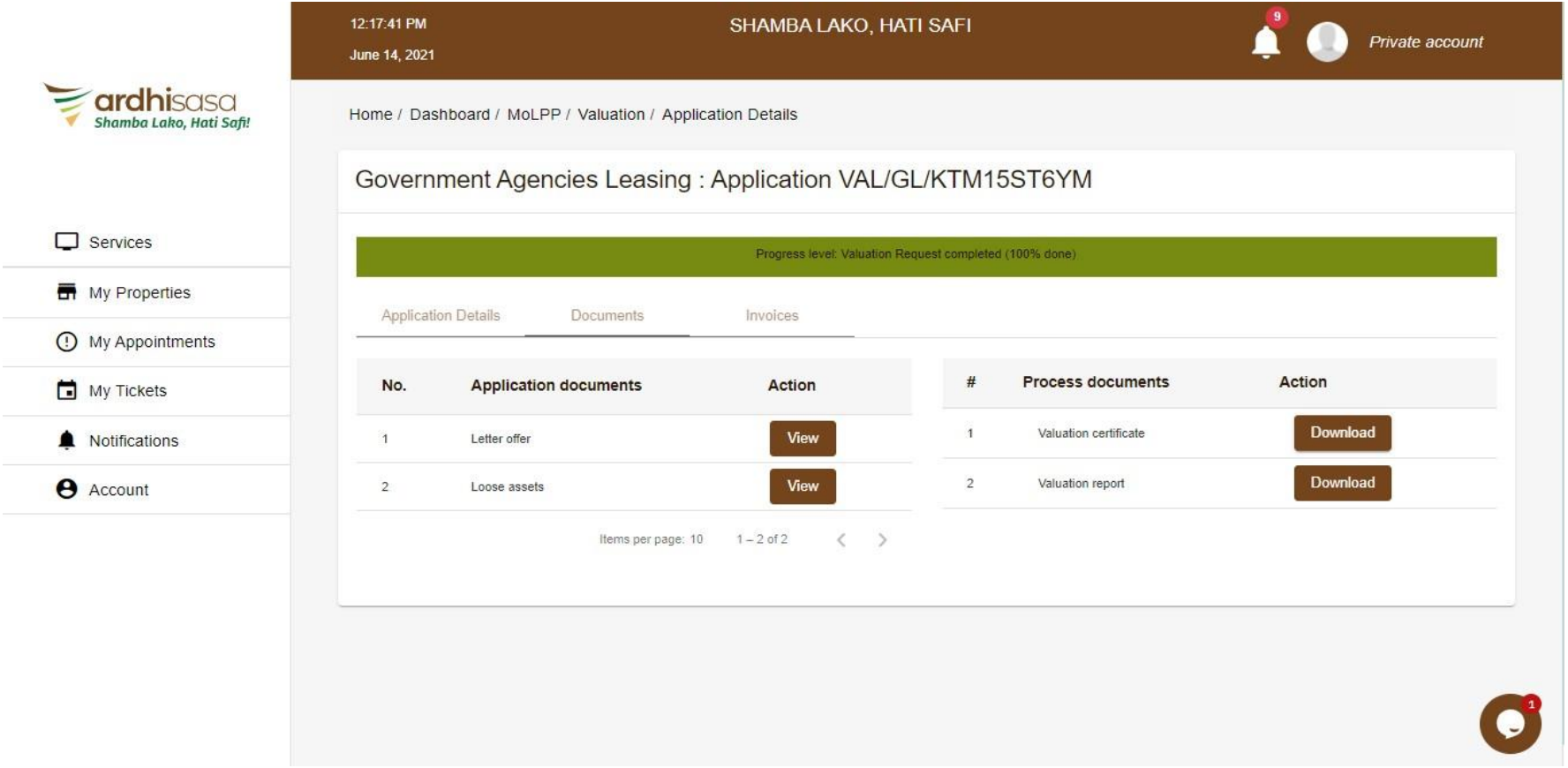
Office of the attorney general – Approved Application

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



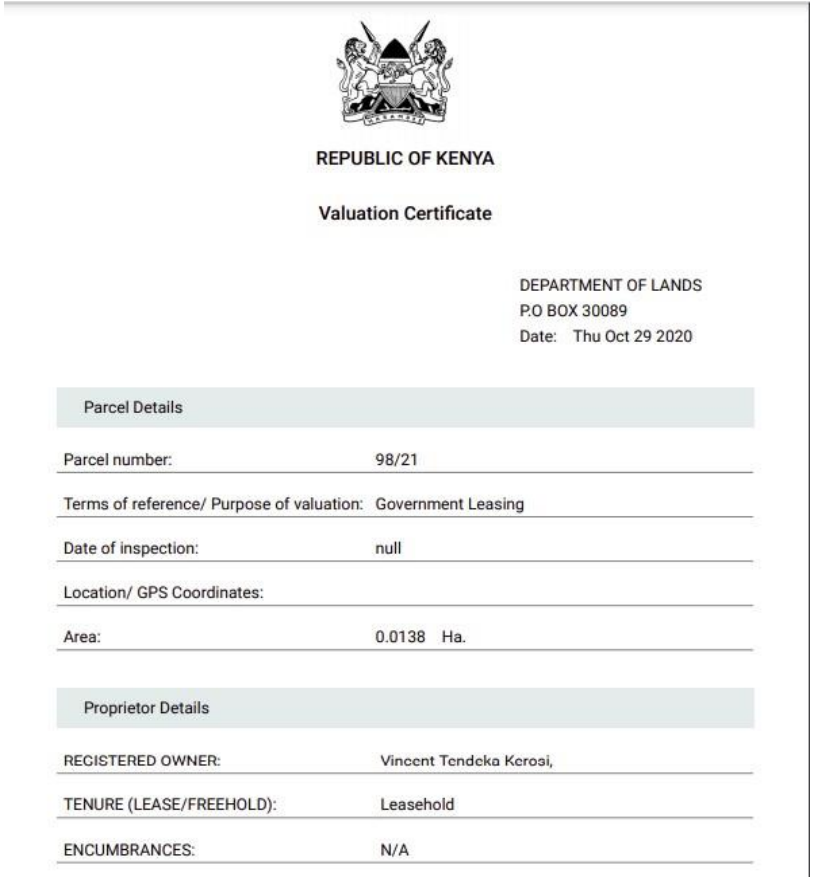
Documents Tab

Process Documents will be available for viewing, download and printing



Process Documents

The valuation certificate will be viewed and can be downloaded and printed



REPUBLIC OF KENYA

Valuation Certificate

DEPARTMENT OF LANDS
P.O BOX 30089
Date: Thu Oct 29 2020

Parcel Details	
Parcel number:	98/21
Terms of reference/ Purpose of valuation:	Government Leasing
Date of inspection:	null
Location/ GPS Coordinates:	
Area:	0.0138 Ha.

Proprietor Details	
REGISTERED OWNER:	Vincent Tendeka Kerosi,
TENURE (LEASE/FREEHOLD):	Leasehold
ENCUMBRANCES:	N/A