



Government Leasing

User - Guide



Government Leasing Application

Steps

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

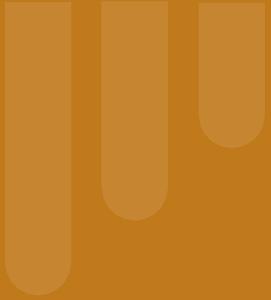
Director of land valuation receives the application and approves thus assigning to a valuer.

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

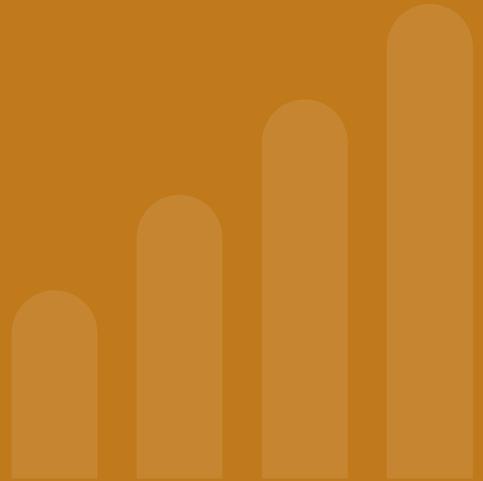
The director of land valuation approves or rejects the application.

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

Login



Username / ID number

Password

OTP Code

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

Selection of MoLPP Services

User selects MoLPP Services from the dashboard



11:01:48 AM

April 13, 2021

National Land Information Management System



Private account

Hi State Department Of Housing And Urban Development Welcome,

Home / Dashboard

Services

My Properties

Appointments

Notifications

Account

Services

Search for a Service

Find Service

Land Registration

Search

Transfer

Charge

View More

Land Administration

Change of User

Extension of Lease

Extension of User

View More

User selects Government Leasing

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

The screenshot displays the user interface of the National Land Information Management System. The top navigation bar is dark brown and contains the time '11:02:54 AM', the date 'April 13, 2021', the system name 'National Land Information Management System', a notification bell icon with a red badge showing '6', a user profile icon, and the text 'Private account'. On the left side, there is a vertical sidebar with the 'ardhisasa' logo and the slogan 'Shamba Lako, Hati Safi!'. Below the logo, the sidebar lists five menu items: 'Services', 'My Properties', 'Appointments', 'Notifications', and 'Account'. The main content area shows a breadcrumb trail 'Home / Dashboard / MoLPP / Valuation' and a section titled 'Valuation Services'. This section contains a list of six service options: 'Asset Valuation', 'Government Agencies Purchase', 'Government Leasing', 'Estate Administration', and 'Arbitration'. The 'Government Leasing' option is highlighted with a light blue background, indicating it is the selected item.

11:02:54 AM
April 13, 2021
National Land Information Management System
Private account

Home / Dashboard / MoLPP / Valuation

Valuation Services

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

User selects Government Leasing

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

The screenshot displays the NLIMS interface. At the top, the system name "National Land Information Management System" is centered, with the time "11:04:13 AM" and date "April 13, 2021" on the left, and a notification bell with "6" and a profile icon labeled "Private account" on the right. A breadcrumb trail reads "Home / Dashboard / MoLPP / Valuation / Application". The main heading is "Government leasing applications" with a "New Application" button. Below this are filters for "Pending" (0), "Ongoing" (3), "Completed" (2), "Rejected" (0), and "Cancelled" (0). A search bar is present. A table lists two completed applications:

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	VAL/GL/ZLHJRLQXME	Apr 12, 2021, 8:24:53 AM	a day	Completed	View
2	VAL/GL/JACK159TJR	Mar 25, 2021, 9:41:18 AM	19 days	Completed	View

At the bottom right, it shows "Items per page: 20" and "1 - 2 of 2" with navigation arrows.

ardhisasa
Shamba Lako, Hati Safi!

- Services
- My Properties
- Appointments
- Notifications
- Account

User selects Government Leasing

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

The screenshot displays the NLIMS user interface. At the top, the system name "National Land Information Management System" is centered, with the time "11:05:53 AM" and date "April 13, 2021" on the left. On the right, there is a notification bell icon with a red "6" badge and a user profile icon labeled "Private account".

The left sidebar contains the "ardhisasa" logo with the tagline "Shamba Lako, Hati Safi!" and a menu with the following items: Services, My Properties, Appointments, Notifications, and Account.

The main content area shows a breadcrumb trail: "Home / Dashboard / MoLPP / Valuation / New Application". Below this is the title "Government Leasing : New application" and a progress indicator with five steps: 1. FAQs (active), 2. Parcel details, 3. Contact details, 4. Documents, and 5. Verification.

A "Frequently Asked Questions" section is visible, containing the following questions and answers:

- What is Government agencies leasing?** (Expanded)
It is an agreement between a government agency & an owner of the property (individual/ entity) where the owner agrees to rent its property to the government agency.
- What is development?** (Collapsed)
- What is land user?** (Collapsed)
- What is letter of offer?** (Collapsed)
- What are loose assets?** (Collapsed)

Making An Application – Parcel Details

Parcel details are keyed in on the provided template



Services

My Properties

Appointments

Notifications

Account

Government Leasing : New application

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

Application details

Enter parcel number: *

NAIROBI/BLOCK153/255

Select if property is developed *

Developed Undeveloped

Enter the type of development *

Offices

Enter the description of the development

3 storey block of offices



Add

Enter the land user

Commercial ✕

Select if you need valuation report *

Yes No

Making An Application – Contact Details

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

The screenshot displays the user interface of the National Land Information Management System. At the top, the system name and user account information are visible. A navigation menu on the left provides access to various services. The main content area shows a progress bar for the application process, with the current step being 'Contact details'. Below the progress bar, there are two input fields for contact information, followed by an 'Add' button.

11:18:49 AM
April 13, 2021

National Land Information Management System

6
Private account

Home / Dashboard / MoLPP / Valuation / New Application

Government Leasing : New application

1 FAQs — 2 Parcel details — **3 Contact details** — 4 Documents — 5 Verification

Contact details

Enter the property contact's name: *

Enter the property contact's phone number: *

Add

ardhisasa
Shamba Lako, Hati Safi!

- Services
- My Properties
- Appointments
- Notifications
- Account

Making An Application – Contact Details

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



Services

My Properties

Appointments

Notifications

Account

Enter the property contact's phone number: *

e.g 0700000000

Add

Contact person	Phone Number	Action
John Doe	0735862547	Remove

Lease details

Enter the asking rent per month: *

210000

Ksh

Enter the lease start date *

2021-04-16



Enter the area of space to be leased (Metre square): *

1024

Meter square

Enter the lease end date *

2021-07-30



Back

Next

Making An Application – Document Upload

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



Services

My Properties

Appointments

Notifications

Account

11:22:46 AM

April 13, 2021

National Land Information Management System



Private account

Home / Dashboard / MoLPP / Valuation / New Application

Government Leasing : New application

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

Documents

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

Choose file

Letter of Offer.pdf

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



Services

My Properties

Appointments

Notifications

Account

Government Leasing : New application

FAQs Parcel details Contact details Documents **5** Verification

Verification

Parcel Number: NAIROBI/BLOCK153/255

Applicant	ID / Registration number	Contact Person	Phone Number
State Department Of Housing And Urban Development	SD036	John Doe	0735862547

Land status: Developed

Land use: Commercial

Development: Offices

Description

3 storey block of offices

Asking rent: Ksh210,000.00 per month

Lease start date: Apr 16, 2021

Space to be rented: 1024 Meter square

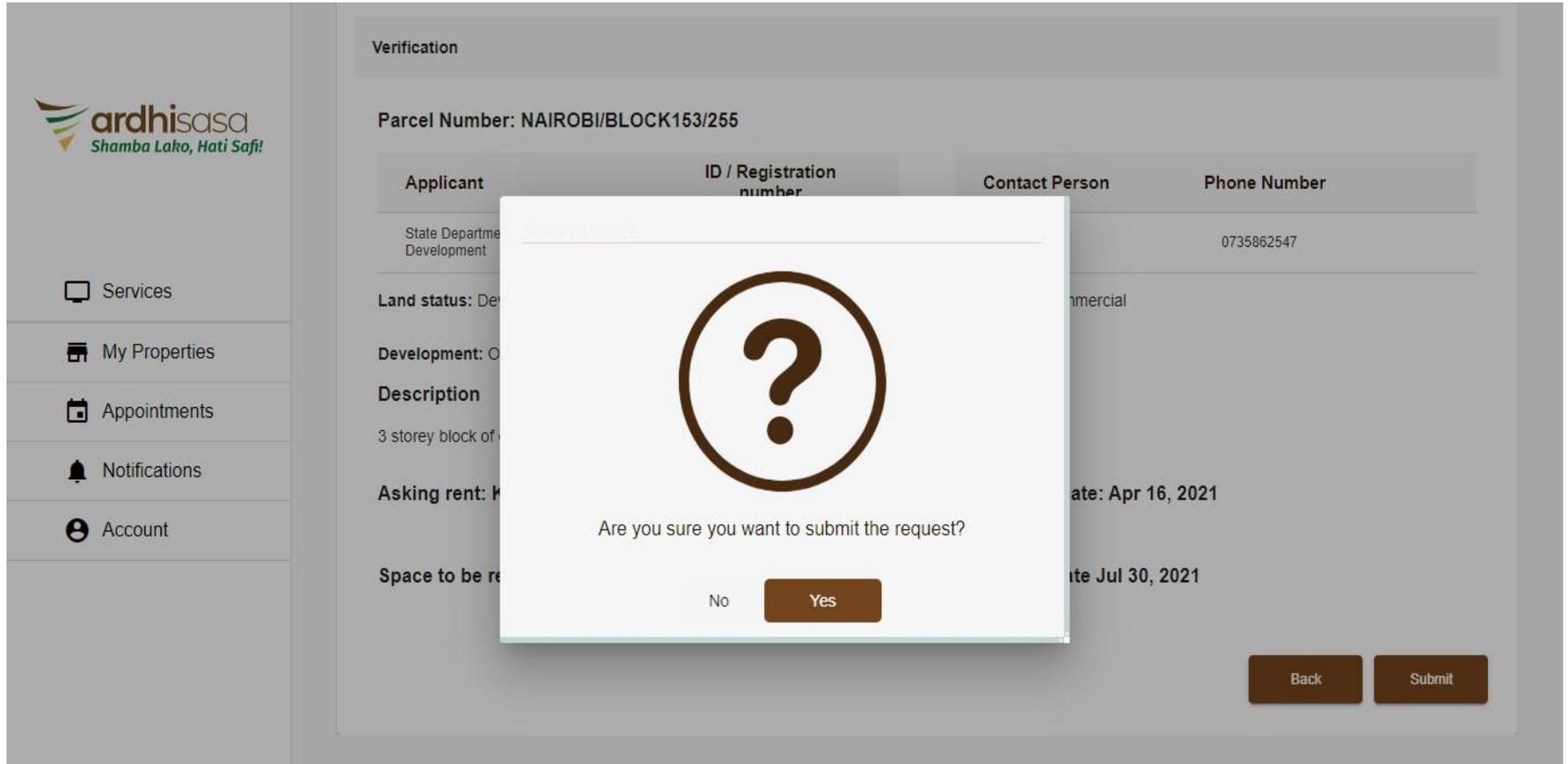
Lease end date Jul 30, 2021

Back

Submit

Confirmation of application submission

The system queries the applicant for confirmation before submission



The screenshot displays a web application interface. On the left is a sidebar with the logo for 'ardhisasa' and the tagline 'Shamba Lako, Hati Safi!'. Below the logo are navigation links: Services, My Properties, Appointments, Notifications, and Account. The main content area shows a 'Verification' section with the following details:

- Parcel Number: NAIROBI/BLOCK153/255
- Applicant: State Department of Development
- ID / Registration number: [blurred]
- Contact Person: [blurred]
- Phone Number: 0735862547

Below this is a table with columns for 'Land status: De...', 'Development: O...', 'Description: 3 storey block of...', 'Asking rent: k...', and 'Space to be re...'. The table also includes dates: 'ate: Apr 16, 2021' and 'ate Jul 30, 2021'. At the bottom right of the page are 'Back' and 'Submit' buttons.

A white modal dialog box is centered on the screen, featuring a large question mark icon. The text inside the dialog reads: 'Are you sure you want to submit the request?'. At the bottom of the dialog are two buttons: 'No' and 'Yes'.



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

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 (12:16:32 PM), date (June 14, 2021), user name (SHAMBA LAKO, HATI SAFI), a notification bell with a red '9' badge, a profile icon, and the text 'Private account'. The left sidebar is white and lists navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area is titled 'Government leasing applications' and features a 'New Application' button. Below the title, there are status filters: Pending (0), Ongoing (6), Completed (3), Rejected (0), and Cancelled (0). A search bar is located to the right of the filters. The main content is a table with the following data:

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	VAL/GL/KTM15ST6YM	Jun 10, 2021, 12:14:39 PM	4 days	Completed	View
2	VAL/GL/ZLHJRLQXME	Apr 12, 2021, 8:24:53 AM	2 months	Completed	View
3	VAL/GL/JACK159TJR	Mar 25, 2021, 9:41:18 AM	3 months	Completed	View

At the bottom right of the table, there is pagination information: 'Items per page: 20' and '1 – 3 of 3' with navigation arrows. A chat icon with a red '1' badge is located in the bottom right corner of the page.

Documents Tab

Process Documents will be available for viewing, download and printing



Services

My Properties

My Appointments

My Tickets

Notifications

Account

12:17:41 PM

June 14, 2021

SHAMBA LAKO, HATI SAFI



Private account

Home / Dashboard / MoLPP / Valuation / Application Details

Government Agencies Leasing : Application VAL/GL/KTM15ST6YM

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 < >



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