

Requirements Checklist

Salaried customer

- Identification- National Id or Passport
- Pin certificate
- Payslips –3 months payslips certified by employer*
- 12 months salary account statements certified by Bank
- Employer introduction letter indicating position held, terms of employment and retirement age as per company policy
- Sale agreement/offer for sale duly signed by both the buyer and seller
- Copy of title or lease for property to be purchased

Self-employed customer

- Identification- National Id or Passport
- Pin certificate
- Audited accounts for the last 3 years
- 12 months certified Bank statements.
- Business identification documents i.e certificate of incorporation and KRA pin for registered companies. Business permit for trading business.
- Sale agreement/offer for sale duly signed by both the buyer and seller
- Copy of title or lease for property to be purchased

Additional Construction requirements *

- Priced Bill of Quantities
- Approved building plans (not more than 2 years old and shows plinth area)
- Approved structural drawings (in multiple floor plans)
- NCA compliance certificate (for projects above Kes 5 million)
- Duly signed contracts between the developer (borrower) and technical team clearly indicating scope of work and terms of engagement.
- Registration certificate & Current practicing certificates of QS, Architect, Structural Engineer and Contractor

* *section required for both salaried and self employed customers*

For any assistance, kindly contact us on the following channels

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