

THE KIAMBU COUNTY VALUATION AND RATING (REGULATIONS) 2017

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DRAFT VALUATION REGULATIONS 1

KIAMBU COUNTY VALUATION AND RATING (REGULATIONS) 2017

IN EXERCISE of the powers conferred by section 52 of the Kiambu County Valuation and Rating Act, 2017, the County Executive Committee Member for the time being responsible for Lands makes the following Regulations—

KIAMBU COUNTY VALUATION AND RATING (REGULATIONS) 2017

PART I—PRELIMINARY

Citation.

1. (1) These Regulations may be cited as the Kiambu County Valuation and Rating (Regulations) 2017.

(2) The County Executive Committee Member for the time being responsible for Lands shall by a notice in the gazette appoint the date when the regulations will come into force and different dates may be appointed for different parts of the Regulations.

Interpretation.

2. In these Regulations unless the context states otherwise requires—

“Act” means the Kiambu County Valuation and Rating Act, 2016;

“County” means the Kiambu County;

“County Government” means the County Government of Kiambu;

“County Public Service Board” means the Kiambu County Public Service Board established in accordance with the County Governments Act;

“cadastral maps” means the cadastral maps prepared in accordance with the Land Registration Act, 2012

“physical development plans” means the land use maps prepared by the Director of physical planning under the applicable written laws;

“Department” means the department for the time being responsible for Lands;

“Valuation date” means the specific date notified in the notice as the date to set the value of all the land;

Application and purpose of regulations

3. These regulations shall prescribe the manner of developing a valuation or supplementary valuation roll and shall apply to all land, owners or occupiers of the land and any other person appointed to implement any part of these

regulations.

PART II— ADMINISTRATION

Appointment of a Director.

4. (1) A person shall not be appointed a Director under the Act unless that person is-
- (a) A citizen of Kenya;
 - (b) holds a degree in Land Economics, Real Estates, planning or related discipline;
 - (c) a registered valuer as defined under the Act;
 - (d) possesses at least seven years post graduation experience;
 - (e) has met the requirements set by the relevant professional registration bodies;
- and
- (e) has met the requirements of the Constitution.
- (2) Any person appointed as a Director responsible for **planning** by the County Public Service Board prior to enactment of these regulations shall be deemed to have been appointed under these regulations.
- (3) The term of service shall be determined by the County Public Service Board.
- (4) Notwithstanding the provisions of paragraph (3) and any remedy under any other written law, the term of a Director may be terminated if the relevant professional body withdrawal the registration certificate or a practicing licence of the person appointed as a Director.
- (5) In exercising the power to delegate, the Director shall ensure that the person assuming the delegated authority is qualified and possesses experience and standing appropriate for the delegated function.

Appointment of valuers

5. (1) The County Public Service Board may appoint valuers on advice of the Chief Officer for better implementation of the Act.
- (2) A person shall not be appointed as a valuer under this Act unless that person is registered with the Valuers Registration Board of Kenya, is a full member of the Institute of Surveyors of Kenya and is licensed to practice.
- (3) Notwithstanding the generality of sub-section (1), the Department may in accordance with the provisions of the Public Procurement and Disposal Act, contract the services of external valuers who are registered with the Valuers Registration Board of Kenya, are full members of the Institute of Surveyors of

Kenya and are licensed to practice.

(4) A valuer appointed under these Regulation may be designated as an authorized officer in accordance with the provisions of Section 53 of the Act for purposes of valuation, and as such, the valuer as an authorized officer may-

(a) enter into any property in accordance with these regulations; and

(b) may request for any information from an owner or occupier of a rateable property.

(5) Prior to giving a notice of commencement of preparation of a valuation roll or a supplementary valuation roll, the Executive Committee Member, on recommendation of the Director, shall in writing designate a valuer or valuers or require the contracting of services of external valuers to conduct the valuation and for that purpose, such a valuer shall be deemed to be authorized officer.

(6) In addition to any other remedy under any other written law, the term of a valuer appointed under these regulations may be terminated if the relevant professional body withdrawal or cancels the registration certificate or practicing licence of that valuer.

Power to obtain and secure information

6. (1) The Director or any authorized person shall have the power to obtain information where the Director or the authorized person reasonably believes that the information is necessary to perform the authorized functions.

(2) In the implementation of these regulations, an owner or occupier of a land may, on notice of not less than seven days, be called upon to give any information or allow access to a land or any part of the land for purposes of implementing the Act.

(3) A person who gives false or misleading information in respect of any inquiry or task, or obstructs an authorized officer from undertaking any function under the Act and these regulations commits an offence and on conviction is liable to a fine of a sum not exceeding one hundred and fifty thousand or to imprisonment for a term not exceeding six months or to both.

(4) The information obtained shall be secured and at the completion of the authorized function, be transmitted to the Director for custody.

Duty to display identification

7. (1) The Director shall issue or cause to be issued an identification to a person designated as an authorized officer.

(2) Where an authorized officer intends to delegate any of his or her functions,

he or she shall apply to the Director in writing for issue of identification to the delegated person.

(3) An authorized officer or person to whom a function has been delegated by an authorized officer shall display or produce the identification for inspection by the public while undertaking his or her functions under the Act.

(4) The Director shall take appropriate action against a person who fails to comply with this regulation, including-

(a) recommending to the Chief Officer for institution of disciplinary actions; or

(b) recommending the blacklisting of the person from the County Government's list of consultants and suppliers.

Appointment of other members of staff

8. The County Public Service Board may on recommendation of the Chief Officer appoint such other members of staff of the Directorate as shall be necessary for better implementation of the Act.

PART III- PREPARATION OF A VALUATION ROLL

Commencement notice

9. (1) The Executive Committee Member shall by a notice published in the gazette and in any other communication platforms or modes approved by the County Government, commence the preparation of a new valuation roll.

(2) The notice prescribed under paragraph (1) shall be issued on or before the month of March of the eighth year of implementation of an approved valuation roll in the format prescribed in the First Schedule under these Regulations.

(3) Notwithstanding the provisions of paragraph (2), the Executive Committee Member may by notice in the gazette extend the time of commencement of preparation of a new valuation roll and for giving the notice of commencement.

(4) In addition to any other requirements, the notice prescribed under paragraph (1) shall contain-

(a) the declaration of the commencement of preparation of the valuation roll;

(b) the period of preparation of the valuation roll;

(c) the declaration of date of valuation for purposes of determination of the applicable market value;

(d) a general notification to the public of intention to collect data relating to the properties;

(e) a general notification to the public of intention to enter and inspect

properties for purposes of valuation;

(f) names of valuers appointed for that purposes, including their specific area and scope of operation; and

(g) the contacts of person or persons available to attend to any inquiries.

Preparation of a valuation report

10. (1) A valuer appointed to undertake a valuation under these regulations shall on completion, submit to the Director a valuation report in the format prescribed in the First Schedule to these regulations bearing his or her signature on all the pages of the report accompanied by the following documents-

(a) the valuers expert opinion on the market value applied and copies of documents supporting this opinion;

(b) copies of the cadastral maps or physical development plans indicating the properties inspected;

(c) copies of any official search undertaken or a report of any reference made within the land registry;

(d) any document or report of information received from the public; and

(e) any other relevant document, notes or reports.

(2) The valuer shall adhere to national valuation standards prescribed from time to time by the Valuation Registration Board and in the event of deviation from these standards, the valuer shall in writing indicate the area of deviation and reason for such deviations.

(3) A valuer appointed under these Regulations may engage the services of other qualified persons with the necessary experience and general standing appropriate for the delegated functions, and such engagement shall not be construed to excuse the valuer from personal responsibilities and liabilities attaching to the valuer under these regulations or under any other applicable written laws.

(4) The Director may for any reason request for re-evaluation of a property or re-confirming of the approved use of any property contained in the valuation report.

Preparation of a draft valuation roll

11. (1) The Director shall verify or cause to be verified the content of the valuation report submitted under these regulations and if satisfied that the valuer has meet his or her obligation, the Director shall accept the valuation report by signing on every page of the report.

(2) The Director shall consolidate all the accepted valuation reports and insert a date of completion upon which, the consolidated valuation reports shall constitute a

draft valuation roll for purposes of Act.

(3) The Director shall, within seven days from the date of completion submit the draft valuation roll to the Executive Committee Member for purposes of public inspection.

Transition of the valuation roll completed in 2015

12. (1) For purposes of developing the valuation roll as prescribed under Section 9 of the Act, the valuation roll prepared by the County Government at the valuation date of 31st April, 2014 and completed on the 13th February, 2015 shall be deemed to be a draft valuation roll developed in accordance with these regulations.

(2) The Director shall within seven days from the date of commencement of these regulations, stamp all the pages of the draft valuation roll developed under paragraph (1) with the official stamp of the County Government and submit it to the Executive Member for purposes of public inspection in accordance with these regulations.

(3) For purposes of this regulation, the requirement that the valuer signs on every page of the valuation report is be varied.

Preparation of a draft supplementary valuation roll

13. (1) The Director may prepare or cause to be prepared a draft supplementary valuation roll as an update to the valuation roll where changes occur to the rateable property, including-

(a) omission of a rateable property from the valuation roll;

(b) changes made in ownership;

(c) change in approved use of the property;

(d) change in value; and

(e) subdivision and amalgamation of a rateable property.

(2) The Director shall sign and insert the date of completion of the draft and within seven days from the date of completion, submit the draft supplementary roll to the Executive Committee Member for purposes of public inspection.

(3) The process of public inspection prescribed under these regulations shall apply with the necessary modifications.

Requirement for a new value of land

14. (1) The Director shall by a notice published in the County Government approved communication channels and platforms, and not later than the last day of march in every year, notify the public of commencement of preparation of a supplementary valuation roll.

(2) Notwithstanding the provisions of paragraph (1), the Director may at any time value or cause to be valued a rateable property where a change in land has

occurred, including but not limited to changes where-

- (a) land was omitted from valuation;
- (b) land has been subdivided, each new parcel of land shall require a valuation;
- (c) land which was held together with other parcels of land is sold;
- (d) public work, service or undertaking is provided which may alter the value of the land;
- (e) an owner has made a claim to the Director in writing for permanent damage due to adverse natural causes which may alter the value of the land;
- (f) the Director determines that alterations are necessary to maintain correct uniformity between comparable parcels of land, and in such cases, the value of the land may increase or decrease;
- (g) the valuation is affected by an error or omission which the Director determines to be necessary to correct;
- (h) the valuation is altered by the action of the County Government, including approval of planning schemes, enactment of laws or other actions or decisions which may affect the use or development of that land;
- (i) lands may be amalgamated for valuation purposes;
- (j) purposes or conditions of an areas of land has changed;
- (k) a part of the land ceases to be land for which a valuation is required; or
- (l) as a result of a court order.

(3) Where a transaction in land is required prior to implementation of a supplementary valuation roll in respect of a land whose value has changed by reason of implementation paragraph (2) of this regulation, the rate payable shall be based on the new value as provisional rate.

(4) No claim shall lie for a refund for any rates paid under paragraph (3) if the value of land is changed during the approval of the supplementary valuation roll.

15. (1)The Executive Committee Member shall by notice in the gazette notify the public the following in respect of either a draft valuation roll or draft supplementary valuation roll-

- (a) date of completion;
- (b) the place set aside for public inspection;

- (c) dates and time open for public inspection;
- (d) the date when the inspection shall be closed;
- (e) any area or location which may have been excluded from valuation and consequences of such exclusion;
- (f) the persons available for consultation by the public; and
- (g) the cost of obtaining an extract of the draft valuation or supplementary valuation roll.

(2) An owner of a property or a person occupying or in possession of a rateable property may on payment of the fee prescribed by a notice under this regulation obtain an extract of draft valuation roll in respect to the specific property.

(3) The Executive Committee Member may, by a notice in the gazette, a newspaper of wide circulation and within the platforms and communication modes approved by the County Government extend the period of inspection of the draft valuation roll as he or she shall deem necessary to do so.

Protection of right to privacy
and right to own property

16. (1) In accordance with the provisions of the Article 31 and 40 of the Constitution, inspection of the draft valuation roll shall only be allowed-

(a) to a person who has proved by presentation of valid documents that he or she is a registered owner or a rateable owner of a property or an authorized agent of a registered owner or a rateable owner of a property; and

(b) in respect the specific property that the person applying has proved ownership or rights over the rateable property.

(2) An extract of the valuation roll or a supplementary valuation roll or an extract of the drafts shall be specific to the particular property in which the inspection lies.

Rectifications

17. (1) An owner of a property or an owner or occupier of a rateable property may, in respect of that property, within the period of inspection of the draft valuation roll or draft supplementary valuation roll and not later than thirty days after the closure of the inspection period apply for rectification of information.

(2) An application under this regulation shall be in the form prescribed in the First Schedule to these regulations accompanied by documents to prove the information or particulars that the person seeks for rectification.

(3) The Director may decline to rectify a record **and shall communicate the reasons for declining to the applicant in writing not later than seven days from the date of closure of the inspection period.**

Application for exemption

18 (1) A person may, at any time during the valuation period, apply to the Executive Committee Member, in the form prescribed in the First Schedule to these Regulations, for exemption of any land used for purposes set out in Section 17 of the Act.

(2) The Executive Committee Member may decline to grant the exemption where he or she is of the opinion that the land is not directly and exclusively in use of the purposes set out in Section 17 of the Act.

Schedule of excluded public land

19 (1) The Director shall prepare a schedule of all the public land excluded from valuation in accordance with the provisions of Section 18 of the Act for approval by the Executive Committee Member.

(2) The Executive Committee Member may from time to time amend the schedule as he or she shall deem appropriate.

(3) Any public land which is not within the schedule prepare in accordance with this regulation shall be subject to valuation for purposes of determining the payable contribution in lieu of rate.

PART IV- OBJECTIONS AND APPEALS

Appointment of the Committee Members

20. (1) The Executive Committee Member shall appoint a chairperson from a list of at least two persons nominated by the Law Society of Kenya who has met the requirements of the Act.

(2) The Executive Committee Member shall appoint at least two valuers from a list of four persons nominated by the Institution of Surveyors, which persons must also be registered with the Valuers Registration Board and licensed to practice.

(3) The Executive Committee Member shall appoint one registered planner from a list of two persons nominated by the Kenya Institute of Planners, which person must also be licensed to practice.

(4) In making the appointments, the Executive Committee Member shall consider gender parity, representation from person with disabilities and the minority groups.

Committees procedure

21. (1) In the event that an objection or an appeal is lodged, a sitting of the Committee shall commence not later than seven days from the date of closure of the inspection period.

(2) The Committee shall, during the period prescribed by the Act for determination of objections and appeals, sit for the number of days approved by the Executive Committee Member necessary for better determination of the objections and

appeals.

(3) The Committee shall conduct open sittings and may invite an objector or an expert to make written or oral submission as it shall deem necessary.

(4) The Committee shall hold its sitting in the County Government offices or any other premises approved by the Executive Committee Member.

(5) The Committee may receive an allowance approved by the Executive Committee Member for the time being responsible for finance.

(6) The proceedings or the committee's sitting shall be recorded and kept in the custody of the Director.

Objections

22. (1) A person, not later than thirty days from the date of closure of inspection lodge an objection or an appeal to the Committee through the office of the Director.

(2) An objection under the Act shall-

(a) relate to either the use or to value of a particular property;

(b) be made in the format prescribed in the First Schedule;

(c) be accompanied by evidence of payment of the prescribed fee.

(3) Notwithstanding the provisions of paragraph (2), an objection to-

(a) the use ascribed to a rateable property shall be accompanied by documents proving the contrary approved use of the property; and

(b) the value of the rateable property shall be accompanied by the an independent report of valuation prepared by a registered valuer at the cost of the objector.

Appeals

23. (1) A person may within fourteen days from the date of closure of the inspection appeal to the Committee against the Director's decision not to rectify a record.

(2) An appeal under this regulation shall be in the form prescribed in the First Schedule accompanied by documents to support the application for rectification.

Register of objections and appeals

24. (1) The Director shall record and maintain or cause to be recorded and maintained a register of all the objections and appeals received.

(2) The Register shall be in the custody of the Director and shall be open for public inspection during normal working hours.

Determination of an objection or appeal

25. (1) The Director shall within seven days from the date of receipt of an objection or appeal submit the objection or the appeal to the Committee for determination.

(2) The Committee shall, in determining the objection or an appeal lodged under the Act either-

(a) confirm the information contained in the draft valuation or supplementary valuation roll;

(b) recommend that the draft valuation roll or the draft supplementary valuation roll be amended in line with the objection or appeal; or

(c) recommend that the property be re-inspected for purposes of re-valuing or re-confirming the approved use of the property and the findings of the re-valuation or re-confirmation of the approved use of the property shall be adopted by the Committee as the final decision.

(3) The Committee shall communicate their determination in writing to the objector stating the-

(a) determination;

(b) reasons for the determination; and

(c) date of the determination.

(4) The Committee shall within sixty days from the date of closure of the inspection period complete the determination of the objection or appeals and submit a report to the Executive Committee Member giving details of all the objections and appeals lodged, the committee's determination and recommendations.

Certificate of no objection

26. Where no objections or appeals are received within the stipulated time, the Director shall within seven days from the date of closure of the objection and appeals period, transmit the draft valuation roll or the draft supplementary valuation roll to the Executive Committee Member .

Approval of a draft valuation roll or a draft supplementary valuation roll.

27(1) The Executive Committee Member shall within thirty days from the date of receipt of the Committee's report or the certificate of no objection from the Director transmit the draft valuation roll or the draft supplementary roll to the County Assembly for consideration and approval.

(2) The County Assembly may-

(a) approve the draft valuation roll or the draft supplementary valuation roll; or

(b) recommend amendments of the draft valuation roll or supplementary valuation roll to be made by the Director.

(3) Upon approval by the County Assembly, the Executive Committee Member shall insert the date of approval and sign on every page of the approved valuation roll or approved supplementary valuation roll and transit it to the Director for custody.

Validity of a valuation roll

28 (1) The valuation roll shall apply from the start of the year following the date of approval and shall remain in force until it is wholly superseded by a new valuation roll.

(2) A valuation roll may be amended as amended from time to time by supplementary valuation roll.

Validity of a supplementary valuation roll

29 (1) A supplementary valuation roll shall apply from the start of the year following the date of approval and shall remain in force until wholly superseded by a new supplementary roll.

(2) A supplementary valuation roll may be amended in parts, from time to time by a new supplementary valuation roll.

Right to obtain an extract

30 (1) A registered owner or an occupier of a rateable property may at any time after the approval of a valuation roll or a supplementary valuation roll, on application in the prescribed manner and payment of the prescribed fee, obtain an extract of his or her property as it appears in the valuation roll or supplementary valuation roll.

(2) For purposes of preservation of records, an approved valuation roll or the supplementary valuation roll shall not be open to public inspection.

PART V – RATING

Imposition of a property rate

31. The Executive Committee Member shall, not later than the last day of June in each year, on recommendation of the Director, impose a property rate on all rateable property in the County, other than-

(a) the exempted rateable properties;

(b) the excluded public properties; and

(c) public land in respect of which a contribution in lieu of rates is payable.

Forms of rating

32.(1) The Executive Committee Member shall by a notice in the gazette notify the

public of the form of valuation adopted in the year by the County Government and different form of rating may be adopted for different properties.

(2) Notwithstanding the provisions of paragraph (1), the Executive Committee Member may adopt , –

(a) a site valuation rate or site valuation rate in combination of an improvement rate for properties appearing in the valuation roll;

(b) an area rate or zone rate for areas excluded from the valuation rate other than the those set out in regulation 26.

(3) An area rate includes any of the following rating methods

(a) a flat rate;

(b) a graduated rate;

(c) a differentiated flat area rate; or

(d) a differentiated graduated rate.

Calculating the contribution in lieu of rate

33. (1) The Executive Committee Member shall, on the recommendation of the Director, determine the percentage of value to apply in calculating the contribution payable in lieu of rates.

(2) The determined percentage shall be tabled before the County Executive Committee for approval.

(3) The approved percentage shall form part of the provisions of the Kiambu County Finance Act.

PART VI – ENFORCEMENT

Notification of rates payable

34 (1) The Director shall in every year prepare a schedule of all rates payable in that year and submit it to the Directorate in the department of finance responsible for enforcing payment of rates.

(2) The Directorate in the department of finance for the time being responsible for enforcement of rates shall enforce the payment of the rates and advice the Director.

Recovery of rates from tenants

35(1) The Executive Committee Member responsible for finance may recover any outstanding rates from tenants or occupiers of any land on which such rates are levied .

(2) Any recovery of rates under paragraph (1) shall commence by notice in the form prescribed in the First Schedule to these Regulations served on the tenant, the rateable owner and published in accordance with the approved County Government communication channels and forum setting out-

(a) the amount of outstanding rates and any penalty or interest;

(b) the requirement that the tenant is obligated to pay all future rents to the County Government until the rates, penalties and accrued interests are paid in full; and

(c) the penalty payable by a tenant under these regulations for non-compliance with the notice.

(3) Upon issuance of a notice under paragraph (2), a tenant who fails to pay all future rents to the County Government until the rates debt is discharged shall be construed to be obstructing an authorized officer from implementation of the Act and on conviction, may be liable to a fine of a sum not exceeding fifty thousand shillings in addition making payment of rent due as per the notice.

(4) The Executive Committee Member shall in the format prescribed in the First Schedule to these regulations issue a discharge notice to the tenant and the rateable owner after the tenant has completed payment of the outstanding rate in accordance with this regulation.

(5) A tenant who is making direct payment of rent to the County Government by operation of this regulation shall not make any payment of rent to the rateable owner and to the extent of this regulation, any clause on rent payment in the contract of lease between the tenant and the rateable owner shall construed as fulfilled.

Issuance of a certificate of clearance of rates

36 (1) The Director may, on application , issue a certificate of clearance of rates where the rates payable have been paid in full.

(2) The certificate of clearance of rates shall be in the format prescribed in the First Schedule to these regulations.

Power to amend the schedule

37. The Executive Committee Member may from time to time amend the schedules to these regulations.

(2) Notwithstanding the provisions of paragraph (1), the Second Schedule may only be amended by the Executive Committee Member responsible for finance in the manner that he or she may deem appropriate.

FIRST SCHEDULE – FORMS UNDER THE ACT

APPLICATION NO.....

(by the registered owner/agent to the Director, Valuation and Rating)

For an extract from the valuation roll as provided in the Kiambu County Government Valuation and Rating Act 2016
Year 20....

To: The Director; Valuation and Rating for County Government of Kiambu

I *(name of proprietor/agent)*

ID No (Attach copy).....

KRA PIN (Attach copy)

Parcel No. (Attach copy of Title and Official Search Certificate)

.....

.....

Phone No.

Contact Address.....

request to obtain an extract from the valuation roll in order to ascertain the details of the property mentioned above.

Purpose of the extract

.....

.....

.....

.....

(here the proprietor/agent will insert the reasons he/she believes the extract should be provided)

Date.....

.....
Signature of Proprietor/Agent

DRAFT VALUATION REGULATIONS 1

For official use only:

S/N	SITUATION	L.R/PLOT/ BLOCK N0.	NAME & ADDRESS OF RATEABLE OWNER	DESCRIPTION OF PROPERTY	NATURE OF INTEREST	ANNUAL GROUND RENT (Kshs)	AREA (Ha)	SITE VALUE (KSHS)			REM
								PRIVATE	PUBLIC	EXEMPT	

Date

.....
Signature of the Director of Valuation and Rating

DRAFT VALUATION REGULATIONS

VALUATION ROLL DATA COLLECTION TEMPLATE

Name of the Enumerator.....

RIM Sheet No

Date.....

1. Parcel No.....

2. Area (Ha).....

3. Land characteristics;

i) Topography

ii) Shape

iii) Soil Type

4. Building name (If any).....

5. The name of the road/street.....

Tarmac Murram Earth Surfaced

6. Nearby Landmarks
.....

7. Land status Private Public Community

8. Condition of building Permanent Semi-permanent Temporary

9. Building typology Detached Semi detached Bungalow

Maisonette Multi-Storey Godow Factory

Church Office Block Dormitory

If any Multi-storey number of floors

If Godowns, specify
number.....

Others, specify.....

10. Type of development Single dwelling House Multi dwelling Units

- School Hospital Commercial Religious
- Industrial Parking Vacant Recreational
- Others, Specify.....

11. Source of water Mains/piped Borehole Shallow well River Rain water

12. Liquid waste disposal Sewer line Septic tank Bio bog Open drain
 Pit Latrine

13. Solid waste disposal County government Private company Incinerator

On site disposal (Compost pit) Others, Specify.....

14. Type of power connection KPLC Solar Others, Specify.....

15. General Remarks

.....
 ...

DRAFT VALUATION REGULATIONS 1

DRAFT VALUATION REGULATIONS 1

FORMS

1. NOTICE OF ENTRY AND INSPECTION

DRAFT

Republic of Kenya

County Government of Kiambu

Pursuant to the provisions of Section 14(1) of the Kiambu County Valuation and Rating Act 2016, and further to a notice dated.....informing the residents of Kiambu County of the preparation of a valuation roll;

Notice is hereby given to owner/occupier of all that property known as..... situate in, that the valuer known as..... whose name appears on the notice dated.....shall enter and inspect your property for the purposes of the valuation from.....(period)

If you have objection on the date kindly notify of the next available date within the next seven days.

Residents are requested to cooperate.

CEC Member Lands Housing and Physical Plan,

Dated this day.....of.....(month).....(year)

DRAFT VALUATION REGULATIONS 1

2. NOTICE AND FORMAT FOR RETURNS (SEC 15)

Republic of Kenya

County Government of Kiambu

From: Director -Valuation and Asset Management

RE: L.R. NUMBER-RECEPIENT

Pursuant to the provisions set out in Section 15 of the Kiambu County Valuation and Rating Act 2016.

You are hereby requested to provide the following information to the directorate of Valuation regarding your property the following format:

Name:

ID:

Tel

Director Valuation and Asset management

Dated this day.....of.....(month).....(year)3

DRAFT VALUATION REGULATIONS 1

3. RECTIFICATION APPLICATION FORM

RECTIFICATION APPLICATION FORM (section 10 of the Kiambu County Valuation and Rating Act 2016)

**Director Valuation
Kiambu County**

Rectification Application No.....

I,.....(registered owner/representative of the registered owner) of L.R. Number.....hereby lodge a request for rectification of a matter reflected in or omitted from the valuation roll/supplementary valuation roll for the period.....(date).....month to.....(date).....(month)....(year)

- **ATTACH COPY OF IDENTIFICATION CARD AND OFFICIAL SEARCH DETAILS**
- **IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED**

SECTION 1: RECTIFICATIONS AND UPDATE(

	PARTICULARS AS REFLECTED IN VALUATION ROLL	RECTIFICATION REQUESTED BY THE APPLICANT
L.R. Number		
Name of the owner		
User		
Area		
Situation		
Physical address of the owner		

OFFICIAL USE

SECTION 2: DECISION OF DIRECTOR

L.R. Number	
Name of the owner	
User	
Area	
Situation	
Physical address of the owner	

Reasons of the director

**NAME OF THE VALUER/
ASSISTANT VALUER**

SIGNATURE

Date

SECTION 3: NOTIFICATION OF OUTCOME

Valuation Roll Adjusted

Applicant Notified..... *(signature)*.....*(date)*

Owner Notified..... *(signature)*.....*(date)*

DRAFT VALUATION REGULATIONS 1

4. DEMAND NOTICE

COUNTY GOVERNMENT OF KIAMBU

LAND RATES DEMAND NOTICE

To: (Rateable Owner).....

You are hereby notified that you are in arrears as here under:

L.R. Number.....

Registered Owner:.....

Annual Rates payable:

Outstanding Rates:.....

Date Due:.....

Penalty/Interest:.....

You are hereby required to make payments to the county government of Kiambu by(date)

Failure to do so in the time given will result to invoking Section 45(i) of the Kiambu County Valuation Act 2016, which provides for sale of property in rates arrears to recover rates without further reference to you.

CEC Member-Finance and Economic Planning

Dated this day of(month).....(year)

DRAFT VALUATION REGULATION 1

5. DISCHARGE NOTICE

COUNTY GOVERNMENT OF KIAMBU

DISCHARGE NOTICE

This is to notify(rateable owner)of(LR No.) having fully paid the rates ,penalties and interest (if any)upon the said parcel that the parcel is fully discharged from the rates payable for the period of upto.....

CEC Member-Finance and Economic Planning

Dated this day.....of.....(month).....(year)

SECOND SCHEDULE – FEES AND CHARGES

Insert fees payable

Dated.....2017

*Executive Committee Member
Department of Land, Housing and Planning*