

SPECIAL ISSUE

Kenya Gazette Supplement No. 22

27th September, 2018

(Kiambu County Legislative Supplement No. 2)

LEGAL NOTICE No. 2

THE KIAMBU COUNTY VALUATION AND RATING ACT

(No. 6 of 2016)

**THE KIAMBU COUNTY VALUATION AND RATING
REGULATIONS, 2018**

ARRANGEMENT OF REGULATIONS

PART I—PRELIMINARY

- 1—Citation.
- 2—Interpretation.
- 3—Application and purposes of the regulations.

PART II— ADMINISTRATION

- 4— Appointment of the Director.
- 5—Appointment of valuers.
- 6— Power to obtain and secure information.
- 7— Duty to display identification.
- 8— Appointment of other members of staff.

**PART III— PREPARATION OF A VALUATION ROLL OR A SUPPLEMENTARY
VALUATION ROLL**

- 9— Commencement notice.
- 10— Preparation of a valuation report.
- 11— preparation of a valuation roll.
- 12 — Transition of the valuation roll completed in 2015.
- 13 —Preparation of a supplementary valuation roll.
- 14 — Requirement for a new valuation of the land.
- 15 — Inspection of a valuation roll or a supplementary valuation roll.
- 16— Protection or right to privacy and right to own property.
- 17 — Rectifications.
- 18— Application for exemption.
- 19— Schedule of excluded public land.

PART IV— OBJECTIONS AND APPEALS

- 20— Appointment of Committee Members.
- 21— Committee procedures.
- 22— Objections.
- 23— Appeals.
- 24— Register of objections and appeals.
- 25— Determination of appeals.
- 26— Approval by County Assembly.
- 27— Validity of a valuation roll.
- 28— Validity of a supplementary valuation roll.
- 29— Right to obtain an extract.

PART V— RATING

- 30— Imposition of a property rate.
- 31— Forms of rating.
- 32— Calculating the contribution in lieu of rate.

PART VI— ENFORCEMENT

- 33— Notification of rates payable.
- 34— recovery of rates from tenants.
- 35— Issuance of a certificate of clearance of rates.
- 36— Amendment of schedule to these regulations.

THE KIAMBU COUNTY VALUATION AND RATING ACT
(No. 6 of 2016)

IN EXERCISE of the powers conferred by the Kiambu County Valuation and Rating Act, 2016 the County Executive Member for the time being responsible for matters relating to land makes the following Regulations:—

THE KIAMBU COUNTY VALUATION AND RATING
REGULATIONS, 2018

PART I—PRELIMINARY

1. (1) These Regulations may be cited as the Kiambu County Valuation and Rating Regulations, 2018.

Citation.

(2) The County Executive 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.

21

2. In these Regulations, in addition to provisions of the Act, unless the context states otherwise requires—

Interpretation.

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

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

“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;

“Executive Member” means the County Executive Committee Member for the time being responsible for land;

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

“Director” means the Director appointed under the Act;

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

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

3. (1) These regulations shall prescribe the manner of—

- (a) developing a valuation roll;
- (b) developing a supplementary valuation roll; or
- (c) prescribing area rates.

Application and purpose of regulations

(2) These regulations shall apply within the County to—

- (a) land owners;

- (b) occupiers of the land; and
- (c) any other person directly or indirectly implementing any part of these regulations.

PART II— ADMINISTRATION

4. (1) A person shall not be appointed a Director under the Act unless that person is

Appointment of a Director

- (a) A citizen of Kenya;
- (b) holds a degree in Land Economics, Real Estate or related discipline;
- (c) a registered valuer as defined under the Act;
- (d) possesses at least seven years post- registration experience;
- (e) has met the requirements set by the relevant professional registration bodies; and
- (f) has met the requirements of the Chapter Six of the Constitution.

(2) Any person appointed as a Director responsible for valuation and rating 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 withdraws 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 appropriate standing for the delegated function.

5. (1) The County Public Service Board may appoint valuers on advice of the Chief Officer for better implementation of the Act.

Appointment of Valuers

(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 Institution of Surveyors of Kenya and is licensed to practice.

(3) Notwithstanding the generality of sub-section (1), the Director 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 Institution of Surveyors of Kenya and are licensed to practice.

(4) A valuer appointed under these regulations 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 for purposes of undertaking any activity prescribed in the Act; and
- (b) may request for any information from an owner or occupier of a rateable property.

(5) 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 withdraws or cancels the registration certificate or practicing licence of that valuer.

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

Power to obtain and secure information

(2) The Director or an authorized officer may on reasonable notice call upon an owner or occupier of a land 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 the Director or 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 Kenya shillings 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 kept in the custody of the Director.

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

Duty to display identification

(2) 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.

(3) 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 action; or
- (b) recommending the blacklisting of the person from the County Government's list of consultants and suppliers.

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

Appointment of other members of staff

PART III— PREPARATION OF A VALUATION ROLL

9. The Executive Member shall, following a determination by the Director, by a notice published in the gazette and in any other

Determination of the valuation date.

communication platforms or modes approved by the County Government, notify the public of the date determined as a date of valuation for purposes of preparation of a valuation roll or a supplementary valuation roll.

10. (1) A valuer appointed to undertake a valuation under these regulations shall 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—

Preparation of a valuation report

- (a) the valuer's 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 Valuers Registration Board or the relevant professional body 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-valuation of a property or re-confirming of the approved use of any property contained in the valuation report.

11. (1) The Director shall verify or cause to be verified the content of a valuation report submitted under these regulations and if satisfied that the valuer has met his or her obligation, the Director shall accept the valuation report by stamping it.

Verification of the valuers reports

(2) The Director shall consolidate or cause to be consolidated all the accepted valuation reports, insert a date of completion and sign the valuation roll, upon which, the consolidated valuation reports shall constitute a valuation roll for purposes of inspection by the public in accordance with the Act.

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

12. The new valuation roll prepared by the County Government and completed in 2015 shall, in accordance with the provisions of section 55(2) of the Act, be deemed to a valuation roll prepared in accordance with the Act and shall continue to be applied in accordance with the provisions of this Act.

Transition of the valuation roll completed in 2015

13. (1) In accordance with the Act, the Director may prepare or cause to be prepared a supplementary valuation roll as an update to the valuation roll where changes occur to the rateable property, including—

Preparation of a supplementary valuation roll

- (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 supplementary valuation roll and within seven days from the date of completion, submit the supplementary roll to the Executive Member for purposes of public inspection.

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

14. (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—

Requirement for a new value of land

- (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.

(2) 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 (1) of this regulation, the rate payable shall be based on the new value as provisional rate.

(3) 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 Member shall, in respect of a valuation roll or a supplementary valuation roll, by notice in the gazette and in a newspaper of nationwide circulation, notify the public on the following-

- (a) date of completion of the valuation roll or supplementary valuation roll;
- (b) the place where the valuation roll or supplementary valuation roll may be inspected by the public; and
- (c) dates and time when inspection may commence and close.

(2) A valuation roll or a supplementary valuation roll may only be inspected—

- (a) with respect to a specific property and not in respect to the entire valuation roll or supplementary valuation roll;
- (b) by a person as authorized under regulation 16; and
- (c) on payment of the inspection fee prescribed in the Second Schedule to these Regulations.

(2) An owner of a property or a person occupying or in possession of a rateable property or any other person who has a legal or equitable interest in the rateable property, may on payment of the fee prescribed under these Regulations, obtain an extract of valuation roll or supplementary valuation roll in respect to a specific property.

(3) The Executive 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 a valuation roll as he or she shall deem necessary to do so.

16. (1) In accordance with the provisions of the Article 31 and 40 of the Constitution, inspection of the valuation roll or a supplementary 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

Inspection of a valuation roll or supplementary valuation roll

Protection of right to privacy and right to own property

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 shall be specific to the particular property in which the inspection lies.

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 valuation roll or supplementary valuation roll and not later than fourteen days after the closure of the inspection period apply for rectification of information. Rectifications

(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 within fourteen days from the date of receipt of the said request.

18. (1) A person may, at any time during the valuation period, apply to the Executive 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. Application for exemption

(2) The Executive Member may decline to grant the exemption—

(a) 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; or

(b) where the land user has not been regularized for use of the purposes set out in section 17 of the Act.

19. (1) The Director may 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 Member. Schedule of excluded public land

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

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

(4) Notwithstanding the provisions of this regulation, no public property shall be excluded if the exclusive or dominant use of the public land is for a commercial or residential purposes.

PART IV—OBJECTIONS AND APPEALS

20. The Executive Member shall, with the approval of the County Assembly, appoint—

Appointment of the
Committee
Members

- (a) a person eligible to be appointed as a High Court Judge who shall be a chairperson;
- (b) a representative of the County Government, Department responsible for land, who shall be the secretary;
- (c) two registered valuers of at least ten years' experience nominated by the Institution of Surveyors; and
- (d) a registered physical planner or at least ten years' experience nominated by the Kenya Institute of Planners.

21. (1) In the event that an appeal is lodged, the Chairman shall, within a reasonable time, commence the sitting of the Committee for such number of days as shall be necessary for determination of the appeal.

Committees
procedures

(2) The Committee may invite a person or the person's representative or both or an expert to make written or oral submission as it may deem necessary for the determination of the appeal.

(3) The Committee shall hold its sitting in the County Government offices or such other premises approved by the Executive Member and notified to the appellant.

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

(5) The Committee shall by a resolution supported by a majority members make its determination.

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

22. (1) A person may lodge an objection in writing to the Director.

Objections

(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 to these Regulations;
- (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 valuation report prepared by a registered valuer at the cost of the objector.

23. (1) A person may, at any time after receipt of the Director's determination of an objection, appeal to the Committee against the Director's determination in the form prescribed in the First Schedule accompanied by documents to support the appeal.

Appeals

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

Register of objections and appeals

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

25. (1) The Committee shall, in determining an appeal lodged under the Act either—

Determination of an appeal

- (a) confirm the information contained in the valuation or supplementary valuation roll;
- (b) recommend that the valuation roll or the 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 deliver its determination in writing.

26. (1) The Executive Member shall within seven days from the date of receipt of the Committee's report or where no objections or appeal are received during the period provided, within seven days from the date of closure of the objections and appeals period lay the valuation roll or supplementary valuation roll before the County Assembly for adoption.

Approval of a summary of values

(2) Upon adoption by the County Assembly, the Executive Member shall insert the date of adoption and sign on every page of the adopted valuation roll or adopted supplementary valuation roll and transit it to the Director for implementation and custody.

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

Validity of a valuation roll

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

28. (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.

Validity of a supplementary valuation roll

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

29. (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.

Right to obtain an extract

(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

30. The Executive Member may, on the recommendation of the Director, impose a property rate on all rateable property in the County, other than—

Imposition of a property rate

- (a) the exempted properties;
- (b) the excluded public properties; and
- (c) public land in respect of which a contribution in lieu of rates is payable.

31. (1) The Executive Member shall by a notice in the gazette notify the public of the form of rating adopted in the year by the County Government and different form of rating may be adopted for different areas.

Forms of rating

(2) Notwithstanding the provisions of paragraph (1), the Executive 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 roll other than the those set out in regulation 31.
- (3) An area rate includes any of the following rating methods—
 - (a) a flat rate upon the area of land;
 - (b) a graduated rate upon the area of land;
 - (c) a differentiated flat area rate or differential graduated rate upon the area of land according to the use to which the land is put, or capable of being put or for which it is reserved;
 - (d) an industrial rate upon the area of land used for, other than agricultural or residential purposes;
 - (e) residential rate upon the area of land used for residential purposes; or
 - (f) such other method of rating upon the area of land or buildings

or other immovable property as the Executive Member may deem appropriate,

(4) A rate levied in accordance with any method as aforesaid shall in this regulation be known as area rate.

32. The Executive Member shall, on the recommendation of the Director and approval of the County Executive Committee, determine—

Assessment of rates

- (a) the percentage of value to apply in calculating the contribution payable in lieu of rates;
- (b) the percentage of values to be used in determining the site value rates of the property; and
- (c) the area rates applicable for difference land uses for areas in the County under area rating.

PART VI — ENFORCEMENT

33. The Director shall in every year prepare a schedule of all rates payable in that year and submit it to the office responsible for or any entity contracted to enforce payment of rates.

Notification of rates payable

34. (1) The Executive Member responsible for finance or any office or entity contracted to enforce the payment of rates may recover any outstanding rates from tenants or occupiers of any land on which such rates are levied.

Recovery of rates from tenants

(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 to making payment of rent due as per the notice.

(4) The Executive 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 be construed as fulfilled.

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

Issuance of a certificate of clearance of rates

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

(3) The Director may delegate this responsibility to a County valuer in writing.

36. (1) The Executive Member may from time to time amend the schedules to these regulations.

Power to amend the schedule

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

FIRST SCHEDULE – FORMS UNDER THE ACT

FORM A

APPLICATION NO.....

(by the registered owner/agent of the registered owner/ occupier)

Application for an extract from the valuation roll *(to be completed in duplicate)*

To: The Director;

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 for the purposes of -

.....

.....

.....

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

Date.....

.....
Name and Signature of registered owner/agent of the registered owner/ occupier

S/N	SITUATION	L.P.FLOW/BLOCK NO.	ADDRESS OF RATEABLE	DESCRIPTION OF PROPERTY NATURE OF INTEREST	LAND USE	AREA (Ha)	SITE VALUE (KSHS)			REMARKS
							PRIVATE	PUBLIC	EXEMPT	

For official use only:

Date

.....
Signature of the Director

FORM B

VALUATION ROLL DATA COLLECTION TEMPLATE

Name of the Enumerator/ valuer/ authorized officer

RIM Sheet No

Date

1. Parcel No

2. Area (Ha)

3. Land characteristics;

(a) Topography

(b) Shape

(c) 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

Factory

Godown

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 box

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

FORM C

NOTICE OF ENTRY AND INSPECTION

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 For the period from to

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

Residents are requested to cooperate.

.....
Signature of the Director

Dated

FORM D

NOTICE AND FORMAT FOR RETURNS (SEC 15)

RE: L.R. NUMBER.....

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 in the following format:

L.R. Number (*Attach copy of title*)

Name of registered owner

ID: (*Attach a copy*)

Tel postal address

location size of land

Signature of Valuation officer

Dated

FORM E

RECTIFICATION APPLICATION FORM

To the Director

Application for Rectification

In accordance with Section 10 of the Kiambu County Valuation and Rating Act, 2016, I.....(registered owner (attach identification card)/representative of the registered owner (attach copy of the identify card and proof of authorization from the 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 dated

SECTION 1: RECTIFICATIONS AND UPDATE

	PARTICULARS AS REFLECTED IN VALUATION ROLL	AS IN	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 for the decision

.....

NAME OF THE VALUER/
ASSISTANT VALUER

SIGNATURE.....

Date

SECTION 3: NOTIFICATION OF OUTCOME

Valuation Roll Adjusted

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

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

FORM F

DEMAND NOTICE

To:.....
(Name and Address of 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 notified to immediately make payments of all the total amounts due, being Kenya Shillings 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.

Department of Finance and Economic Planning

Dated

FORM G

DISCHARGE NOTICE

This is to notify.....(rateable owner) of(LR No.) having fully paid the rates ,penalties and interest (if any) as per demand notice dated, now hereby take notice that the parcel is fully discharged from the rates payable for the period of upto.....

Department of Finance and Economic Planning

Dated

FORM H

OBJECTION NO.....

(To be filled in by an officer in the Directorate)

Against an entry in the Provisional Assessment: Roll prepared under the Provisions of the Act.

To the Director

The following entry has been made in the Provisional Assessment Roll for the Kiambu County

Serial No.	Section No.	Plot No.	Name of Rateable Owner	Nature of interest	Area Acres	Zone	Assessment

.....
 (Here insert the copy of the entry complained of)

.....
 (Here insert the name of the objector)
 I do object to the said entry and ask that:-

.....
 (The object will here state what entry he considers should be substituted for the above)
 On the following grounds

.....

.....
 The objector will here state the reasons why he considers the entry should be altered)
 Date..... Signature of Objector.....
 Address for service of Notice.....
 Decision of the Director

Date.....
 Signature of the Director.....

FORM G APPEAL No. I

To be filled in by Secretary to the Appeal Committee)
 Against decision of the Director under section 25 of the Act.
 To the Valuation Appeals Committee

The following entry has been made in the Provisional Assessment Roll for the Kiambu County

<i>Serial No.</i>	<i>Section No.</i>	<i>Plot No.</i>	<i>Name of Rateable Owner</i>	<i>Nature of interest</i>	<i>Area Acres</i>	<i>Zone</i>	<i>Assessment</i>

(Here insert the copy of the notice under section 24 of the Act) :

.....

Here insert the name of the appellant)
 do appeal against the decision of the Director and ask that—

.....

(The appellant will here state why he considers the decision of the Director should be substituted for the above) On the following grounds

.....
.....
.....

(The appellant will here state the reasons why he considers the decision of the Director should be set aside)

Date..... Signature of Appellant.....

Address for service of Notice.....

Decision of the Valuation Appeals Committee
.....
.....
.....
.....

Date.....

Signature of the Chairperson Valuation Appeals Committee.....

SECOND SCHEDULE – FEES AND CHARGES

Description	KSh. Per Property
Extract of a property from draft valuation roll or Supplementary roll	500
Lodging of an objection to the valuation roll	2000
Certificate of clearance of land rates	2500

Made on the 25th September, 2018

JAMES M. MAINA
Executive Committee Member
for Department of Land, Housing and Planning.