

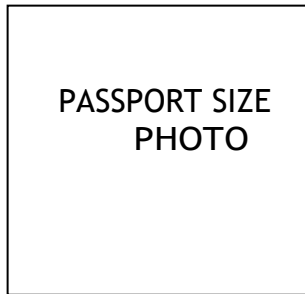
FORM 1 (R.2)CONFIDENTIAL



**REPUBLIC OF KENYA
MINISTRY OF LANDS AND PHYSICAL PLANNING**

**FIRST SCHEDULE
THE ESTATE AGENTS ACT (CAP 533) APPLICATION FOR REGISTRATION AS AN ESTATE AGENT**

The Registrar
Estate Agents Registration Board
Room 303, Ardhi House
1st Ngong Avenue
P.O Box 30089 -00100
NAIROBI
TEL: 0741088144
EMAIL: [info@ estateagentsboard.or.ke](mailto:info@estateagentsboard.or.ke)
WWW: www.estateagentsboard.or.ke



A. GENERAL INFORMATION

1. Name.....
(First Name, Middle Name, Surname) (BLOCK CAPITALS)
2. Postal Address.....Code.....Town.....
3. Office Physical Address: Name of office.....
Building/Court Name.....Road/Streat
Office No/Office floor.Estate Name..... etc.
4. Office Tel. No..... Mobile Number.....
5. Email address.....
6. Date of Birth.....ID Number.....
7. Nationality.....

In each case please attach the following:-

- i) Your current passport size photo.

- ii) Copy of your Kenyan Identity Card or Passport

B. EDUCATIONAL PARTICULARS

READ CAREFULLY BEFORE COMPLETING ALL SECTIONS

Copies of Relevant Leaving Certificates Qualifications and Testimonials Must Be Attached In Each Case.

1. Final Secondary School Attended

- i) Name of School
- ii) Posta Address.....TownCode
- iii) Period from..... to
- iv) Grade Attained.....

2. Colleges/University Attended

- a) i) Name of college.....
- ii) Period from to
- iii) Course undertaken
- (iv) Award attained
- b) i) Name of college
- ii) Period from to
- iii) Course undertaken
- (iv) Award attained

3. Universities Attended Graduate (Masters)

- b) i) Name
- ii) Period from to
- iii) Course undertaken
- (iv) Award attained

4. Membership of Professional Institutions:

- a) i) Name
- ii) Category of Registration
- ii) Date of Registration.....

- b) i) Name
- ii) Category of Registration
- ii) Date of Registration

C. EXPERIENCE AND EMPLOYMENT HISTORY

FROM EARLIEST TO DATE

- a) i) Name of Employer
- ii) AddressTel.....
- iii) Period from to
- iv) Key Roles a)
- b)
- b)

- b) i) Name of Employer
- ii) AddressTel.....
- iii) Period from to
- iv) Key Roles a)
- b)
- b)

- c) i) Name of Employer
- ii) AddressTel.....
- iii) Period from to
- iv) Key Roles a)
- b)

c)

D. EXPERIENCE AS A DIRECTOR/PARTNER OF A COMPANY

TICK ONE

A LIMITED LIABILITY COMPANY

B PARTNERSHIP

C SOLE PROPRIETRY

1. NAME OF ORGANIZATION:

Name

Address

Period from to

2. NAMES AND ADDRESSES OF DIRECTORS/PARTNERS/PROPRIETORS (AT LEAST 2):

I.

II.

III.

IV.

3 KEY ROLES HAVE YOU UNDERTAKEN IN THE ORGANIZATION

I.

II.

III.

B...ADD ANOTHER ORGANIZATION

E. OTHER BUSINESS PRACTICES OTHER THAN REAL ESTATE

(Give the names and addresses of all other business practices you are currently involved in other than Real Estate)

1. Organization Name.....

Your Position.....

Address

Period from..... to

2. Organization Name.....

Your Position.....

Address

Period from..... to

3. Organization Name.....

Your Position.....

Address
.....

Period from..... to

**F. RECOMMENDATION FROM A REGISTERED & PRACTISING ESTATE AGENT
WHO HAS TRAINED YOU FOR OVER 6 MONTHS**

The registered and practising Estate Agent should give you a letter of recommendation in the format that can be downloaded here:

Name of Practising Estate Agent:

Membership Number of EARB Certificate:

Tel.....Email.....

Company Name

G. OFFICIAL REFERREE

Give name and Contacts of an official referee, who knows your background history well e.g. reverend (registered), priest, Imam, magistrate, chief or assistant chief of your area.

Name:

Posta Address:

Official Position & Area of Operation:

Tel.....Email.....

H. BANKRUPTCY OR CONVICTION

Have you ever been declared bankrupt or convicted in any offence involving fraud or dishonesty?

Please tick as appropriate

Yes

No

I. DECLARATION

I hereby declare that the foregoing statements are true and correct to the best of my knowledge and belief. I understand that any statement contained in this application which is found to be false shall invalidate this application. I have read the Estate Agents Cap 533, understood it and undertake to be bound by the Act and any amendments thereto or replacement thereof so long as I am a registered agent.

TICK

Date.....

MANDATORY ATTACHMENT/UPLOADS – PDF FORMAT

- I. Recent Passport size Photograph
- II. Identity Card/Passport
- III. Curriculum Vitae
- IV. Educational Certificates
- V. Letter of recommendation from a Registered and Practicing Estate Agent who has trained you, (original letter) see sample over leaf.
- VI. Certificate of good conduct
- VII. Payment of Kshs. 1,000/= being application fees

SUBMIT FORM...

COPY OF FORM IN PDF SENT TO APPLICANT AND COPIED TO INFO@EARBXXX

PLEASE BRING THE FOLLOWING ORIGINAL DOCUMENTS DURING THE INTERVIEW.

- I. Original Academic Certificates
- II. Original ID or Passport
- III. Original Certificate of Good Conduct
- IV. Original Letter of recommendation from a Registered and Practicing Estate Agent who trained you,