



Asset Valuation

User - Guide



Asset Valuation 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 the application.

On approval, the director will define if the agency will be discounted for the process.

Invoice will be sent to the applicant; they can pay or request for waiver.

On approval, the agency can access the valuation report and certificate.



Government Agency Dashboard



Government Agency Login

The user logs in using their username, password and an 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?](#)

Listing of Services

The dashboard displays the services from which the applicant views Valuation Services



Services

My Properties

Appointments

Notifications

Account

9:26:21 AM

April 13, 2021

National Land Information Management System



Private account

Hi National Police Service Welcome,

Home / Dashboard

Services

Search for a Service

Land Registration

Search

Transfer

Charge

View More

Land Administration

Change of User

Extension of Lease

Extension of User

View More

User selects Asset Valuation

The list displayed will show all department processes, user selects asset valuation



Services

My Properties

Appointments

Notifications

Account

9:29:42 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

New Application

The user clicks on the New Application action button to initiate an application

9:30:56 AM
April 13, 2021

National Land Information Management System

Private account

ardhisasa
Shamba Lako, Hati Safi!

Home / Dashboard / MoLPP / Valuation / Application

Asset valuation applications

New Application

Pending 0 Ongoing 1 Completed 2 Rejected 0 Cancelled 0

Search

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
No applications found					

Items per page: 20 0 of 0 < >

Services

My Properties

Appointments

Notifications

Account

Making An Application – FAQs

Defines key terminologies that are used repeatedly in the application

The screenshot displays the NLIMS interface. At the top, the header shows the time (9:32:55 AM), date (April 13, 2021), system name (National Land Information Management System), a notification bell with a red '6', a user profile icon, and the text 'Private account'. The breadcrumb trail is 'Home / Dashboard / MoLPP / Valuation / New Application'. The main heading is 'Asset Valuation : New application'. Below it is a progress bar 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 several questions with expandable answers. The first question, 'What is Asset valuation?', is expanded, showing the answer: 'It is the process of determining the market value of properties owned by a government agency.' Other questions include 'What is development?', 'What is land user?', 'What is letter of offer?', 'What are loose assets?', and 'What is valuation certificate?'.

9:32:55 AM
April 13, 2021

National Land Information Management System

6
Private account

ardhisasa
Shamba Lako, Hati Safi!

Home / Dashboard / MoLPP / Valuation / New Application

Asset Valuation : New application

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

Frequently Asked Questions

What is Asset valuation? ^

It is the process of determining the market value of properties owned by a government agency.

What is development? v

What is land user? v

What is letter of offer? v

What are loose assets? v

What is valuation certificate? v

Services

My Properties

Appointments

Notifications

Account

Making An Application – Parcel Details

Parcel details are keyed in on the provided template



Services

My Properties

Appointments

Notifications

Account

9:38:08 AM

April 13, 2021

National Land Information Management System



Private account

Home / Dashboard / MoLPP / Valuation / New Application

Asset Valuation : New application

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

Application details

Enter parcel number: *

NAIROBI/BLOCK153/257

Select if property is developed *

Developed Undeveloped

Enter the type of development *

Office Block

Enter the description of the development

104 Fully furnished offices, 3 floors, 6 board rooms



Enter the land user

Commercial ✕

Select if you need valuation report *

Yes No

Making An Application – Contact Details

The applicant adds a contact person and their contact details

The screenshot displays the NLIMS interface. At the top, the header shows the time (9:39:27 AM), date (April 13, 2021), and system name (National Land Information Management System). A notification bell icon with a red '6' and a profile icon labeled 'Private account' are also visible. The breadcrumb trail reads: Home / Dashboard / MoLPP / Valuation / New Application. The main content area is titled 'Asset Valuation : New application' and features a progress bar with five steps: 1. FAQs, 2. Parcel details, 3. Contact details (current step), 4. Documents, and 5. Verification. Below the progress bar, the 'Contact details' section contains two input fields: 'Enter the property contact's name: *' with the value 'Jane Johns', and 'Enter the property contact's phone number: *' with the value '0735862547'. An 'Add' button is positioned below the phone number field. At the bottom right, there are 'Back' and 'Next' buttons.

9:39:27 AM
April 13, 2021
National Land Information Management System
Private account

Home / Dashboard / MoLPP / Valuation / New Application

Asset Valuation : 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

Back Next

ardhisasa
Shamba Lako, Hati Safi

Services
My Properties
Appointments
Notifications
Account

Making An Application – Document Upload

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

The screenshot shows the NLIMS interface for a new application. The top navigation bar includes the time (9:40:31 AM), date (April 13, 2021), system name (National Land Information Management System), a notification bell with 6 alerts, a user profile icon, and the account type (Private account). The left sidebar contains navigation options: Services, My Properties, Appointments, Notifications, and Account. The main content area is titled 'Asset Valuation : New application' and features a progress bar with five steps: FAQs, Parcel details, Contact details, Documents (current step), and Verification. Under the 'Documents' section, there are two upload fields. The first is for 'Letter of offer' (formats: .pdf, .png or .jpeg) with a file named 'Letter of Offer.pdf' selected. The second is for 'Loose assets' (formats: .xlsx or .csv) with a file named 'LOOSE ASSETS.xlsx' selected. Below these fields is a link for 'Additional documents'. At the bottom right, there are 'Back' and 'Next' buttons.

9:40:31 AM
April 13, 2021
National Land Information Management System
6
Private account

ardhisasa
Shamba Lako, Hati Safi!

Home / Dashboard / MoLPP / Valuation / New Application

Asset Valuation : 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 LOOSE ASSETS.xlsx

[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

9:41:28 AM

April 13, 2021

National Land Information Management System



Private account

Home / Dashboard / MoLPP / Valuation / New Application

Asset Valuation : New application

FAQs Parcel details Contact details Documents 5 Verification

Verification

Parcel Number: NAIROBI/BLOCK153/257

Applicant	ID / Registration number	Contact Person	Phone Number
National Police Service	NPS0756	Jane Johns	0735862547

Land status: Developed

Land use: Commercial

Back

Submit

Confirmation of application submission

The system queries the applicant for confirmation before submission

The screenshot displays the National Land Information Management System interface. At the top, the time is 9:42:25 AM and the date is April 13, 2021. The system name "National Land Information Management System" is centered in the header. On the right, there is a notification bell with a red badge showing "6" and a profile icon labeled "Private account".

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

The main content area shows a breadcrumb trail: Home / Dashboard / MoLPP / Valuation / New Application. The page title is "Asset Valuation : New application". There are two progress indicators: "FAQs" and "Documents". A "Verification" step is highlighted with a "5" in a circle.

The form includes the following fields:

- Parcel Number: NAIRC
- Applicant: National Police Service
- Land status: Developed
- Person: (partially visible)
- Phone Number: 0735862547

A modal dialog box is centered on the screen with the title "Are you sure?". It features a large question mark icon and the text "Are you sure you want to submit the request?". At the bottom of the dialog are two buttons: "No" and "Yes".

At the bottom right of the form area, there are "Back" and "Submit" buttons.



Government Agency



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 shows the time as 12:02:16 PM, the date as April 28, 2021, and the user's name as SHAMBA LAKO, HATI SAFI. A notification bell icon shows 11 alerts, and a profile picture is visible next to the text "Private account".

The left sidebar contains a menu with the following items:

- Services
- My Properties
- My Appointments
- My Tickets
- Notifications
- Account

The main content area is titled "Asset valuation applications" and includes a "New Application" button. Below the title, there are status filters: Pending (0), Ongoing (1), Completed (2), Rejected (0), and Cancelled (0). A search bar is located to the right of these filters.

The main content area displays a table of applications:

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	VAL/AS/NSD519JVLD	Apr 28, 2021, 9:20:34 AM	3 hours	Completed	View
2	VAL/AS/OETG8HEBDD	Apr 1, 2021, 10:03:35 AM	a month	Completed	View

At the bottom right of the table, there is a pagination control showing "Items per page: 20" and "1 - 2 of 2" with navigation arrows.

In the bottom right corner of the page, there is a circular logo with the text "We Are Here!" and a notification bell icon with a red "1" badge.

Invoice

The generated invoice will be visible under this tab



Services

My Properties

My Appointments

My Tickets

Notifications

Account

12:09:50 PM

SHAMBA LAKO, HATI SAFI



Private account

April 28, 2021

Home / Dashboard / MoLPP / Valuation / Application Details

Asset Valuation : Application VAL/AS/NSD519JVLD

Request Waiver

Progress level: Valuation Request completed (100% done)

Application Details

Documents

Invoices

Application Invoices

No.	Date	Payment	Total Amount	Balance	Status	Actions
1	Apr 28, 2021	Asset Valuation	Ksh. 15,000.00	Ksh. 15,000.00	Pending	Pay View

Items per page: 10 1 - 1 of 1 < >



Request for Waiver

The government agency will give reasons why they are requesting for the waiver



Services

My Properties

My Appointments

My Tickets

Notifications

Account

Asset Valuation : Request waiver

1 Waiver details

Documents

Waiver details

Enter the reasons for requesting the waiver *

Reasons for waiver



Add

Added reasons

Non-profit organisation



Enter additional details

Additional information



Add



Request for Waiver

The government agency will upload the relevant documents to back up the request(if any) then submit the request



Services

My Properties

My Appointments

My Tickets

Notifications

Account

12:16:35 PM

SHAMBA LAKO, HATI SAFI



Private account

April 28, 2021

Home / Dashboard / MoLPP / Valuation / Request Waiver

Asset Valuation : Request waiver

Waiver details

2 Documents

Documents

Enter additional document name and upload (if any):

Choose file

#	Uploaded Documents	Action
1	Gazette	Remove

Back

Submit



Waiver Approval

1. The waiver request may be approved and redefines the payments to be made (if any)
2. The waiver may be rejected and the reasons for the rejection are communicated to the applicant.

Documents Tab

Process Documents will be available for viewing, download and printing after payments have been made



Services

My Properties

My Appointments

My Tickets

Notifications

Account

12:12:22 PM

SHAMBA LAKO, HATI SAFI

April 28, 2021



Private account

Home / Dashboard / MoLPP / Valuation / Application Details

Asset Valuation : Application VAL/AS/NSD519JVLD

Request Waiver

Progress level: Valuation Request completed (100% done)

Application Details

Documents

Invoices

No application documents

#	Process documents	Action
1	Valuation certificate	Download
2	Valuation report	Download



