



KENYA UTALII COLLEGE

HOUSING POLICY

REVISED IN APRIL, 2024



KENYA UTALII COLLEGE

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1.0 FUNDAMENTAL STATEMENTS

1.1. VISION

To be a globally recognized and transformative premier tourism and hospitality training centre.

1.2 MISSION

To develop a highly qualified and globally competitive human resource for the hospitality and tourism industry by providing: quality tourism and hospitality education, purposeful research, and consultancy.

1.3 MANDATE

To undertake hospitality and tourism training and capacity building for the tourism sector.

1.4 QUALITY POLICY STATEMENT

Kenya Utalii College management is committed to developing a highly qualified and globally competitive Human Resources for the Tourism and Hospitality Industry through quality training, research and consultancy in order to consistently meet or exceed the needs and expectations of customers, stakeholders and other relevant interested parties.

In order to realize this commitment, management shall provide the necessary resources and ensure compliance with applicable laws and regulations in conformity to ISO 9001:2015 Quality Management Systems' requirement.

Management shall also ensure that the Quality Policy is communicated to all staff and relevant interested parties. This policy and the established quality objectives, shall be continuously monitored and reviewed annually for continued suitability.

1.5 CORE VALUES

In pursuit of its vision and mission, the College will at all times be guided by the following fundamental core values: -

1. Integrity
2. Commitment
3. Leadership
4. Accountability
5. Diversity
6. Quality



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7. Professionalism

1.6 DEPARTMENTAL STATEMENTS

- i) To promote an efficient and effective housing delivery system while increasing access to adequate and affordable housing to the members of staff.
- ii) To improve the efficiency and quality of housing through appropriate repair and maintenance.
- iii) To identify roles and responsibilities of the College and the tenant in the housing delivery system.

2.0 FOREWARD

The College staff housing is vested in providing quality services to its customers, employees and stakeholders.

Staff housing at the College has been driven by clear, focused strategies based on our vision of providing excellent homes and services to the employees of the College.

Our housing objectives cannot be delivered without the support of the College that drives the ability to achieve our vision of providing quality houses for our staff.

Housing requires substantial investment to support the buildings and maintenance of the houses. Since the demand for housing is high, the policy will guide the management in allocating houses equitably and where necessary to ensure those who are in the most housing need are given priority.

PETER M. MUINDI
AG. PRINCIPAL/CHIEF EXECUTIVE OFFICER



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3.0 APPROVAL AND COMMENCEMENT

This Policy shall be known as the Kenya Utalii College Housing Policy Number _____ and shall take effect upon approval by the College Council.

Dated this 26th day of August 2024

SIGNED

A handwritten signature in black ink, appearing to read 'P. Muindi', written over a rectangular stamp.

PETER M. MUINDI

AG. PRINCIPAL/CHIEF EXECUTIVE OFFICER

SIGNED

A handwritten signature in blue ink, appearing to read 'David Wamatsi', written in a cursive style.

DAVID OMUSOTSI WAMATSI

COUNCIL CHAIRMAN



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4.0 EXECUTIVE SUMMARY

The Kenya Utalii College is committed to providing quality homes and customer-focused services to its employees as well as fulfilling the goal of the policy to provide a framework that promotes adequate housing for most staff members.

To address the housing deficit in the country, the college has provided affordable housing to its employees in support of the governments BETA. The staff housing policy aims at promoting efficient and effective housing delivery system while improving the quality of housing through appropriate repair and maintenance. The policy further identifies roles and responsibilities of the college and the tenants in the housing delivery systems.

5.0 DEFINITION OF TERMS, ABBREVIATIONS AND ACRONYMS

Employee

An individual employed by the Kenya Utalii College

Tenancy Agreement

Is a tenancy contract between the College and the tenant that lasts for a specified period of time.

Dependents

They include the tenant's spouse, children, domestic workers and any other person depending on the tenant.

Housing Allocation Committee

A committee appointed by the Principal & CEO and mandated with the management of staff housing affairs. The Human Resource shall coordinate the activities of the Committee.

College

Means Kenya Utalii College

Housing Committee Secretariat

Human Resource Section dealing with Staff Housing matters

Tenant



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A KUC staff member residing duly allocated a housing unit in the utalii College residential quarters.

Housing Estate

Totality of all housing units and amenities designated at residential quarters by Kenya Utalii College.

Former KUC Staff

A KUC member of staff who has exited the services of the College.

External Tenant

A paying non utalii college staff duly allocated a housing unit at utalii college residential quarters.



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1.0 CHAPTER ONE

1.1 Introduction

Kenya Utalii College constructed staff quarters to provide housing to its employees as part of the welfare package and motivate them. The provision of houses within close proximity to the work station was necessitated by the nature of the institution's hospitality and tourism activities which require employees to report to work very early and leave late.

1.2 Policy Statement

The Kenya Utalii College is committed to offering effective housing services that will support the College in carrying out its core mandate. Staff housing has rules, regulations and contracts that enable tenants to live comfortably, harmoniously and safely in the college compounds.

1.3 Purpose of the policy

The staff Housing policy provides clear processes and guidelines for the use of houses, rent chargeable, maintenance, tenants' regulations and code of conduct for residential properties owned by the College.

1.4 Scope

The policy applies to all aspects of the tenancy agreement concerning college houses at the main campus and Utalii village.

The staff housing Policy covers the following aspects: -

- i) The housing allocation committee
- ii) Eligibility
- iii) Occupancy agreements and renewals
- iv) Pricing of staff houses tenancy agreement
- v) Utilities
- vi) Maintenance and repairs
- vii) Building conditions inspections
- viii) Exit from the College House

1.5 Legal and Regulatory Framework

This Policy shall be interpreted in accordance with the following: -

- i) The Constitution of Kenya, 2010



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- ii) The Tourism Act, 2011
- iii) The Anti-Corruption and Economic Crimes Act, 2003
- iv) The Public Officer Ethics Act, 2003
- v) The Public Service Guidelines
- vi) All laws passed and applicable in the republic of Kenya and relevant to this policy

1.6 Authority

The Principal & CEO has the authority of the implementation of the College Housing Policy.

1.7 Responsibility

The Director, Human Resource & Administration has the responsibility of the implementation of the College Housing Policy as follows:

- i) Coordinating the housing management committee.
- ii) Ensuring the infrastructure e.g roads/paths, fence,gate, garbage, gardening within the College houses premises are in good condition.
- iii) Ensuring the houses are in good condition and habitable.
- iv) Ensuring tenants abide by the set rules and regulations.
- v) Providing an oversight role on the matters handled by the Staff Quarters Governing Committee to enhance harmonious co-existence.
- vi) Providing quarterly and annual reports on the status of college houses to the Principal & CEO.
- vii) Coordinating with relevant authorities such as National Environment Management Authority (NEMA)
- viii) Ensuring security and safety of the Tenants
- ix) Provision of utilities.



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2.0 CHAPTER TWO

2.1 Procedure for Housing Allocation & Management

The College is responsible for developing and maintaining procedures to implement this policy. The tenants shall follow all the procedures set forth during house application, occupancy and vacation.

- i) The Director, Human Resource & Administration will advertise a vacant house.
- ii) All applications for Kenya Utalii housing should be submitted through the Director, Human Resources & Administration who will in turn forward the applications to the HR Administration (Housing Section).
- iii) The housing section will analyze all applications and prepare documents for discussion by the Housing Allocation & Management Committee.
- iv) The chairman of Housing Allocation & Management Committee will convene a meeting to consider requests from prospective applicants for College housing.
- v) The housing committee shall score all the shortlisted applicants based on approved College housing allocation criteria.
- vi) The Housing Allocation & Management Committee will allocate the houses.
- vii) The Director, Human and Administration Manager shall communicate the outcome to successful applicants. The unsuccessful applicants shall also receive a regret note.
- viii) Letters of allocation shall be issued to the successful applicant and a Pay Change Advise (PCA) prepared as an authority to effect deduction through check-off System/payroll.
- ix) In the event that the successful applicant fails to take up and occupy the house within a month, the subsequent applicants will automatically be allocated the house.
- x) Members of staff in grade KUC 13 to KUC 10 will be given priority when a flat/ domestic quarter falls vacant.



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2.2 Housing Allocation & Management Committee

The Housing Allocation & Management Committee is a committee in Kenya Utalii College appointed by the Principal & Chief Executive. The committee is mandated to assign College employee's rental houses in accordance with the set guidelines and procedures in the College Quality Management System.

The Housing Allocation Committee shall have membership as follows:

- i) Director, Finance and Accounting - Chairman
- ii) Director, Human Resources & Administration - **Secretary**
- iii) Director Property and Estate Management
- iv) Chairman, SWACO
- v) Chairman, Staff Quarters Committee
- vi) Security Officer
- vii) Union Representative

2.3 Eligibility

- i) Applicants must be full time members of staff of Kenya Utalii College.
- ii) Availability of vacant house.
- iii) Ability to absorb rental deduction on Salary for consistent monthly payroll check off.
- iv) Seconded members of staff to other State Agencies.
- v) Contract members of staff (A minimum contract of one year and above)

2.4 Rent Payable

Kenya Utalii College owns and operates its residential houses for the purpose of providing convenient affordable housing necessary to attract and retain the highest quality employees. Consistent with this objective, it is the College's goal to generate sufficient rental income to cover operating costs and the costs of financing capital improvements of the residential quarters. Rent determination is guided by rates of comparable Government Housing Units. **(Appendix 1).**

2.5 Criteria for approval and allocation of College housing

In deciding whether or not to allocate College residential house, the following considerations shall be taken into account:

- i) The length of service of the employee in the College
- ii) Applicant's grade
- iii) Nature of employee's Duty



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- iv) Ability of the employee to pay rent through check off system for KUC staff

For transparency purposes, a housing allocation scoring criterion will be applied. **(Appendix 11)**

2.6 Criteria for approval and allocation of college housing to private tenants

The College is responsible for developing and maintaining procedures to implement this policy. The non- Kenya Utalii College tenants shall follow all the procedures set forth during house application, occupancy and vacation.

- i) The Director, Human Resource & Administration will advertise a vacant house to KUC employees and re-advertise on average of two weeks.
- ii) In the event the re-advertisement is non-responsive then the Director Human Resources & Administration will be in liberty to process applications received from non-KUC employees from the database by requesting all such applicants to fill a BIO- data application form **(Appendix III)**.
- iii) All applications received through the Director, Human Resources & Administration Manager will be forwarded to the HR Administration and welfare section for summary.
- iv) The chairman of Housing Allocation & Management Committee will convene a meeting to consider requests from prospective non- KUC applicants for College housing.
- v) The housing committee shall assess all the shortlisted applicants based on approved College housing allocation criteria.
- vi) The Housing Allocation & Management Committee will allocate the houses as per housing allocation criteria.
- vii) The Director HR & Administration shall communicate the outcome to successful applicants. The unsuccessful applicants shall also receive a regret note.
- viii) Letters of allocation shall be issued to the successful applicant which must enclose the following particulars: -
 - a) The deposit amount payable equivalent to two (2) month's rent plus one (1) month rent payable in advance.
 - b) Rent deadline of on before 5th of every month and penalty of 10% of rent received after such date.
 - c) Payment mode details/ instructions
 - d) Three (3) year period for tenancy contract to be reviewed for extension or not.
 - e) Tenancy agreement for non-KUC applicants



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- ix) In the event that the successful applicant fails to take up and occupy the house within two weeks. Offer is deemed as not accepted subsequently, the house should be re-advertised and first priority given to KUC staff.
- x) The non-KUC tenant will only be eligible for Mansion Phase II when they fall vacant.

2.7 Rental Charges for Private tenants

- i) Rent for external tenants will be charged at the rate of double the monthly rent payable by current members of KUC staff per residential unit.
- ii) Rental charge starts immediately the tenant signs the tenancy agreement and picks the house keys. The Tenant shall give a thirty (30) days' notice prior to vacating a rental unit. The rent payment will continue for thirty (30) days after such notice or until the keys are returned, whichever date is earlier.
- iii) The tenant shall be required to pay a deposit comprising of two months' rent and the rent for the month before being handed over the keys of the housing unit.

2.8 Rental determination and payment for private tenant

All rents are due and payable on the first day of each month in advance. The rent amount will be paid to Kenya Utalii College account by every 5th date of the month. Official receipt issued shall be forwarded to Human Resources and Administration Manager. Rent shall be paid through government prescribed platform.

2.9 Utilities

The tenant shall be required to open utility accounts (water and Electricity) under their respective names and pay them promptly as they fall due. The College (Landlord) has a right to monitor servicing of the utility bills by the tenants. The utility accounts shall be cleared and closed before the tenant hands over the house back to College and the final receipts submitted to Human Resource and Administration department.

2.10 Maintenance and Repairs

- 1) The college is responsible for maintenance and major repairs of the houses and all other infrastructure that is caused by wear and tear and not by any negligence from the tenant.
- 2) The college will set aside 30% of the annual rental income generated from housing units to carry out major repairs to ensure houses and housing estate are in good condition.
- 3) When there is need for the maintenance work to be carried out, the tenant will fill in a repair and maintenance work order at Human Resource Administration office



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and at the Chairman's residence for (private tenants) to facilitate repair works.

Appendix IV.

- 4) The College shall undertake routine inspection of all college housing units once a year to determine their state. An inspection schedule shall be prepared and issued to the tenants prior to the inspection dates.
- 5) The tenant will maintain the rental property and exterior of the building in a presentable condition.
- 6) The Property and Estate Management Department will execute all repairs for which the Tenant is liable in accordance with any notice reasonably given by the College after inspection of the Property as aforesaid.
- 7) In case of an emergency, the College shall have the right to enter any residence without prior notice in order to carry out repairs deemed necessary to prevent damage to the building or the safety of its occupants. All such works shall be appropriately supervised and documented in writing by the College in accordance with Property and Estate Management request procedures.

2.11 Staff Quarters Governing Committee

The College Staff Quarters Governing Committee shall consist of the following members:

1.	Staff quarters Governing Committee Chairman	-	1
2.	Main Campus (E1 – E9) Representative	-	1
3.	H1 – H11 Representative	-	1
4.	M1 – M23 (phase 1) Representative	-	1
5.	M34 – M64 (Phase 2) Representative	-	1
6.	M65 – M93 (Phase 3) Representative	-	1
7.	Flat 1 Representative	-	1
8.	Flat 2 Representative	-	1
9.	Senior Security Officer	-	1

2.11.1 Responsibilities of the Staff Quarters Governing Committee.

The Chairperson shall be responsible for the Committee's functionality.

The Committee's responsibilities are as follows: -

- i) To maintain order within the staff quarters.
- ii) Convene, hold, and chair resident's meetings.
- iii) To report any resident who is violating the tenancy agreement to the Director, Human Resource & Administration.



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- iv) Coordinate with utilities (Water & Electricity) service providers and report any challenges relating to utilities such as water and electricity to Director, Human Resource & Administration.
- v) Liaise with Security Officer in the enforcement of law and order in the staff quarters.
- vi) Coordinate issues of general welfare of the housing estate.
- vii) The Chairperson shall be a member in the Committee of allocating of staff houses.

2.11.2 Appointment of Chairpeson, and members of the staff quarters governing Committee

- 1) Eligibility of the Chairperson is based on being a member of staff at Kenya Utalii College and having been a tenant in the Utalii housing estate for at least 3 years .
- 2) The appointment of the Chairperson and members of the Staff Quarters Governing Committee will be through an election by the tenants of the Utalii Housing Estate.
- 3) The names of persons elected by residents will then be forwarded to the Director, Human Resource and Administration for formal appointment.

2.11.3 Replacement of Chairman or Committee Members

- 1) In the event the Chairman resigns, dies or is removed, then the Vice Chairman shall assume the position of chairperson until the term of office ends.
- 2) In the event that a committee member resigns, dies or is removed, members of the affected ward shall elect another representative to fill the vacant position.

2.11.4 Tenure of Office

The Chairperson and the Committee members will serve for a period of three years' renewable once.

2.11.5 Allowances

The Chairman and the Committee members will be entitled to an allowance to be determined by the College.

2.12 House Inspection

The College shall be responsible for ensuring that the houses and housing estates are clean and in good condition when delivered to the tenant. Thereafter, it shall be the responsibility of the tenant to ensure that the premises are maintained in good condition. Any renovations, alterations, re-painting, or decorating of a permanent nature shall be in accordance with College standards and requires prior approval, in writing, from the



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Principal & CEO. The College will repaint and/or renovate the premises when the property and Estate Management department deems it necessary.

The College Agents at an arranged time will be allowed to enter the house to assess its state and condition thereof upon reasonable advanced notice.

2.13 Exit from College House

- 1) Upon exiting from the service of the College through retirement, layoff / redundancy or resignation, a tenant is expected to give a one month's notice, vacate from the staff house in accordance to the set procedures and signed Tenancy Agreement, and clear from the staff house by carrying out an exit inventory with a Maintenance and Human Resource Departments.
- 2) In the event that a tenant wishes to vacate from the house, a one month's notice must be given in accordance to the set procedures and signed tenancy agreement. An exit inventory shall be carried out by the Property and Estate Management and Human Resource and Administration Departments. **(Appendix V).**
- 3) When a member of staff dies in service, the dependants of the late employee will be given up to three (3) months stay on gratis from the date of demise of the staff member after which they shall vacate the house.
- 4) In the event a member of staff who has retired or resigned from the service wishes to retain the house then he/she can be given upto six (6) months for retirement and three (3) months for retirement with rent payable at KUC rates and a one (1) month's deposit.
- 5) The College reserves the right to evict a tenant immediately in a case of serious breach of tenancy agreement.
- 6) A Private tenant may exit the College house upon retirement, layoff / redundancy or resignation from the employer. He/she is expected to give a one month's notice, vacate from the staff house in accordance to the set procedures and signed Tenancy Agreement, and clear from the staff house by carrying out an exit inventory with a Maintenance and Human Resource Department. **(Appendix V).**
- 7) In the event of death of a private tenant, the dependants of the late tenant will be given one (1) month from the date of the demise of the tenant to vacate the house.



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4.0 CHAPTER THREE

3.1 Rules and Regulation

- 1) The Member of Staff shall pay rent as determined from time to time by the College.
- 2) The Member of Staff shall be responsible for payment of utilities bills (Water and Electricity bills) as they fall due.
- 3) The Member of Staff shall keep interior fixtures and fittings in good condition.
- 4) The Member of Staff shall not make any alteration or additions to the premises, or any structural nature without authority from the Housing Allocation Committee with approval from the Principal/CEO.
- 5) The Member of Staff shall maintain the house in a clean state at all times.
- 6) The Tenants with shared compound shall not tamper with the plants/fences planted by the College.
- 7) The Member of Staff may maintain a kitchen garden at the back and plant legal plants which will not cause inconvenience to their neighbours nor damage the College property nor breach the College security.
- 8) The Member of Staff shall be responsible for the house and all its fixtures from being damaged by their households.(house servants and guests, etc.).
- 9) The Member of Staff shall permit College authorized officers to access the house for the purpose of assessment, repairs, breach of security, sickness, etc.
- 10) The tenant must maintain peace and order in accordance to the laws of the land.
- 11) All tenants must adhere to the set security procedures and measures governing the staff quarters as detailed in **Appendix V**.
- 12) All tenants will use the premises for residential purpose only; and will not conduct any business in or from the premises.
- 13) Tenants are responsible for the behavior of any and all of their guests, visitors, and invitees. Such persons may not break Tenants' Rules and Regulations.



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- 14) Tenants shall respect the rights of all other tenants/occupants of the houses. They shall maintain peace and quiet and will not disturb any of them unreasonably by shouting, loud music/radio/television, use of foul language and sexually explicit comments.
- 15) Tenants will not obstruct entrances, public areas, hallways or corridors, stairs, exits, parking areas and fire escapes.
- 16) Tenants will observe keeping of pets in accordance with the County laws and any other relevant laws.
- 17) Not possess any illegal material or substance in the staff quarters.
- 18) Smoking in undesignated areas will not be allowed/prohibited.
- 19) All trash and garbage will always be placed in the designated trash areas.
- 20) Tenants will ensure that their vehicles are driven by licensed drivers or those in possession of professional driving licence.

3.2 Staff Tenancy Agreement

The Tenancy Agreement is a written contract between the College and the tenant which gives rights to the tenant as well as the landlord (College). **Appendix VII.**

3.3 Private Tenancy Agreement

- 1) The College has a capacity of 5 units of the total units which can accommodate extra tenants on private basis and two for corporate social responsibility(CSR). However, staff who have retired or are on secondment to other Government entities, can live in the College residential houses on staff tenancy within the stipulated approved period. **Appendix VII.**
- 2) A College house will only be allocated to staff of other state agencies after the 1st and 2nd advertisement and no staff has shown interest.

3.4 Compliance

Any breach of the housing rules and regulations shall lead to sanctions which include but not limited to the following;



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- i) Immediate vacation of the college housing premises.
- ii) Disciplinary cases shall be handled by the housing Allocation Committee. The Committee shall determine the action to be taken in line with Housing rules and regulations and the laws of land.

3.5 Review of Policy

This policy shall be reviewed every five (5) years or earlier as need for amendment may arise.



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APPENDIX I

RENT PAYABLE SCHEDULE

(i) MAIN CAMPUS

HOUSE NO.	CATEGORY OF HOUSE	RENT PAYABLE	PRIVATE TENANT
E1 – E11	Four (4) Bedroomed	25,000.00	50,000.00
Principal's House	Five (5) Bedroomed, DQ and Garage	50,000.00	100,000.00
Hostel Warden's House	Three (3) Bedroomed Apartment	15,000.00	-

(ii) THIKA ROAD

HOUSE NO.	CATEGORY OF HOUSE	RENT PAYABLE	PRIVATE TENANT
H1 – H12	Three (3) Bedroomed with DQ & Parking	25,000.00	50,00.00
M1 – M23	Three (3) Bedroomed with DQ & Parking	22,000.00	44,000.00
M36 – M93	Three (3) Bedroomed (Without DQ)	20,000.00	40,000.00
FLATS	One (1) Bedroomed	6,500.00	-

NB: The College reserves the rights to review rent.



HOUSING ALLOCATION CRITERIA

The following criteria will be considered in the attribution of points:

1. Length of Service

Each complete year of continuous service - 2 points
(up to a maximum of 24 points)

1-5 years 2points

6-10 years 4points

11-15 year 8 points

Over 15 years 10 points

Total 24 points

2. Applicants designation & Grade

i) Flats DQ's – Staff from Grade KUC 13 – KUC 10 will have an advantage

3. Nature of Employees' Duty & special cases

Those working at odd hours and those who are challenged will be considered.

4. Ability to Pay rent through Check-off

Applicants for houses should be able to accommodate the rent in their pay slip and maintain a one-third net pay.

NB: In case of equal scores then the applicants will be subjected to casting lots.



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APPENDIX III

BIO DATA FORM FOR OCCUPATION BY NON-KUC TENANTS AT UTALII VILLAGE ESTATE

PERSONAL DETAILS

Surname:	First Name:	Other Name:
Spouse Name:		
Gender:	I/D No:	Passport Photo
Phone No:	Email address :	
Profession:	Education level :	
Nationality:	Address:	
City/Town:	Code:	
Average monthly income:	Marital status:	

FAMILY DETAILS

No	Name	DOB	Gender	Relationship
1				
2				
3				
4				
5				
6				

Next of Kin/ Spouse incase of emergency

Name: Phone no:

Relationship:

Date: Signature of the applicant:



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Name of employer:

Date of employment:

Terms of employment:

Date of retirement:

If on contract, current contract expiry date

EMPLOYEMENT DETAILS

PF/Staff No:

Designation:

Witness

Full Name:

Designation:

Date:

Signature:

Official stamp

OFFICIAL SECTION -KENYA UTALII COLLEGE

1. Director, Human Resource and Administration

2. Chairman Housing Committee



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3. Principal & C.E. O

Check list alongside the bio-data form

1. Passport photo
2. Photocopy of national identity card/passport
3. Photocopy of proof of income/ certified current payslip
4. Witness **MUST** be Human Resource officer with a position of manager or above of the employee
5. Employers commitment introduction letter from the employer
6. Photocopy of national identity card of the spouse/next of kin



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APPENDIX IV

REPAIR & MAINTENANCE WORK ORDER

Dept.
No:

Room No./Area _____

Reported by: _____ Date: _____

Description: _____

Job done by: _____ Date: _____

Checked by: _____

Filed by: _____



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APPENDIX V

HOUSE ENTRY/EXIT INVENTORY FORM

EXIT/ENTRY (Delete one)

NAME: _____ **STAFF /NO.** _____

DEPARTMENT: _____ **HSE/MATS NO.** _____ **AREA:** _____

CHECK POINTS	OK	NOT OK	REMARKS
Door keys (2 per lock) (Fixed with string to door)			
Cupboard Keys (2 per lock) (fixed to lock with a string)			
Kitchen			
i) Electrical			
ii) Plumbing			
iii) Others (Specify)			
Bathroom			
i) Toilets			
Fittings			
i) Electrical fittings			
ii) Plumbing			
iii) Others (Specify)			



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Living & Dining Room			
Fittings:			
i) Electrical fittings			
ii) Fixed furniture			
iii) Others (specify)			
Bedroom 1			
i) Fixed furniture			
ii) Electrical Fittings			
iii) Door keys (2)			
iv) Others (specify)			
Bedroom 2			
i) Fixed Furniture			
ii) Electrical fittings			
iii) Door Keys (2)			
iv) Others (specify)			
Bedroom 3			
i) Fixed furniture			
ii) Electrical Fittings			
iii) Door Keys (2)			



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iv) Others (specify)			
Bedroom 4			
i) Fixed furniture			
ii) Electrical fittings			
iii) Door Keys (2)			
iv) Others (specify)			
Corridors/Staircase			
i) Fixed furniture			
ii) Electrical fittings			
iii) Others (specify)			
External			
i) Paintwork			
ii) Light fittings			
iii) Others (specify)			
Servants Quarter			
i) Door keys (2)			
ii) Electrical Fittings			
iii) Plumbing fittings			



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iv) Others (specify)			
Garden			
Authorized fixtures on the compound			

NOTE

1. At the time of takeover of the house all personal belongings must be removed and the house must be cleaned. Any necessary repairs which are not due to normal wear and tear may be charged to the Tenant. (Where applicable).

OCCUPANT: _____ DATE: _____

ON BEHALF OF THE COLLEGE:

NAME: _____ DESIGNATION: _____

SIGNATURE: _____ DATE: _____

C.C. Director, Human Resource & Administration



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APPENDIX VI

SECURITY GUIDELINES

- 1.0 Residents/tenants shall comply and support security measures in a bid to enhance and boost security and safety in the village.
- i) All vehicles during entry and exit shall be inspected/ searched at the entry and exit point.
 - ii) Residents shall ensure that all their visitors comply with gate procedures, must register/produce their ID cards with security at the point of entry and shall be issued with a gate pass which must be signed by house owner before being allowed to exit.
 - iii) All banned or illegal substances are not allowed within the staff quarters.
 - iv) Driving vehicles within the village precincts by unlicensed/ unauthorized personnel; or practicing within the residential area is prohibited.
 - v) ALL motorists shall observe a speed limit of 20 Km per hour within the residential area as shall be displayed on a signboard at the entrance.
 - vi) Selling or brewing local brew or being in possession of any other banned substance within the residential area is prohibited by Law.
 - vii) Boda bodas shall be cleared to pick and drop off their customers at the gate in line with the gate procedures.
 - viii) Ubers and other taxis shall be allowed entry only after complying with security procedures at the entry point.
 - ix) Any visitor professing religious fundamentalism will not be allowed the residential quarters and such persons shall be evicted without notice.
 - x) Security alarms in residential houses shall not be misused but shall be activated only during an emergency.
 - xi) Cutting trees/burning charcoal and degrading the environment is prohibited.
 - xii) Residents who want to host functions with over 20 persons must notify the Security/immediate neighbours three (3) days prior to the day and must comply with the NEMA provision on sound pollution. Security shall stop such activities that do not comply with the law.
 - xiii) Residents shall park their cars in a manner not to obstruct or offend other road users or park on the Lawns; All cars shall be parked at owner's risk.



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- xiv) Residents who engage the services of house helps must provide them with a temporary pass obtained from HR Office on provision of a copy of house helps ID and a passport photo. Any house help found to behave in a manner likely to cause a breach of peace, will have their employer ordered to terminate their services with immediate effect. Employers of house helps will be required to complete an exit form (obtainable at the security office) for them to be allowed to leave the premises on end of employment. **(Appendix XI)**
- xv) Indecent behavior within the residential area is prohibited.
- xvi) Being in possession of offensive and dangerous weapons without a valid license is prohibited within the residential area.
- xvii) Sexual offences, of any form, will not be tolerated within the residential areas. Offenders shall be handled according to sexual offences act of 2016.
- xviii) Hawkers shall not be allowed into the staff quarters.
- xix) Security personnel will be guided/ operate within the departmental standard operation procedures (SOPs), Private security regulation Act No 13 of 2016 or any other related Law.



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APPENDIX VII

TENANCY AGREEMENT FOR MEMBERS OF STAFF

THIS TENANCY AGREEMENT is made this..... day of Two Thousand and BETWEEN The Council of KENYA UTALII COLLEGE of Post Office Box Number 31052-00600 Nairobi in the Republic of Kenya (herein after referred to as "The College") of the one part AND of Post Office Box Number aforesaid (hereinafter called "The Tenant" which expression shall where the context so admits include his/her legal representatives, hers assigns) of the other part.

WHEREAS the College is the registered owner of Land and property (popularly known as "Staff Quarters") on which stands several residential staff houses AND WHEREAS the tenant, as an employee of the college has been allocated a house therein being House/Maisonnette/Flat Number..... to rent the same from the College at a monthly rent of Kshs.(Kenya Shillings). THE COLLEGE HEREBY COVENANTS WITH THE TENANT that the obligations contained herein shall apply for the duration of the tenancy.

1. OCCUPATION OF COLLEGE HOUSE

- 1.1 The tenant shall pay rents for college houses as determined from time to time by the College, and such rent shall be deducted from the tenant's salary each month in arrears. In the case the tenant is not an employee of the College, the rent shall be paid by the lessee by 5th of every preceding month.
- 1.2 The tenant shall be responsible for paying electricity and water bills resultant on the premises.
- 1.3 The tenant shall keep interior fixtures and fittings in good condition.



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- 1.4 The tenant shall not, without prior written consent of the Principal, make any alteration or additions to the premises of a structural nature.
- 1.5 The tenant shall keep their surrounding clean and safe.
- 1.6 The tenant may cultivate the rear garden. The tenant may not remove trees or shrubs planted by the College without prior written consent of the Principal.
- 1.7 The tenant shall be responsible for and shall make good in such manner as may be required by the College, all damages caused or occasioned by the act, neglect or default of the said lessee staff, his servants or invitees, to the interior or exterior of the premises, including drains, water pipes, boundary fences and hedges belonging thereto.
- 1.8 The tenant shall permit the College authorized officers, servants, agents and workmen, to enter upon the premises and examine its condition, and carry out any repairs or decoration necessary on the premises and to carry out Security checks.
- 1.9 The College may also serve upon the tenant a notice in writing specifying any repairs or decoration, which in the opinion of the College are necessary to be carried out on the premises, and for which the lessee is liable under clause 1.9.
- 1.10 The tenant may either carry out such repairs and decorations (for which he has been served a notice under clause 1.9 above) himself or permit the College, its servants, agents or workmen to enter upon the premises and execute such repairs and decorations on his behalf and charge or bill the College subject to prior College approval.
- 1.11 The tenant shall not permit or condone to be done in, or about the premises anything which in the opinion of the college may be or become a nuisance or cause annoyance to the College, or to the occupiers of neighbouring premises or the public generally.
- 1.12 All rearing of pets is subject to County by laws.
- 1.13 The tenant shall use the premises as his/her private residence only and not for commercial purposes.
- 1.14 The tenant shall not assign, sublet or part with the possession of the premises, or any part thereof without the written consent of the College.
- 1.15 The college shall deliver the premises tenable to the tenant including fixtures, fittings, inventories and meters in tenable condition.



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- 1.16 The College may declare a house vacant and re-possess any premise which is left unoccupied, has unpaid rent for more 1 month. The College may move to recover the resultant rent arrears from the tenant.
- 1.17 The College may declare a house vacant if an employee absconds duty or forfeits employment.

2. VACATING THE COLLEGE HOUSE

- 2.1 At the termination of service with the College, the tenant shall leave the premises in good condition. Allowance shall be made for normal wear and tear.
- 2.2 In the event of a serious breach by the tenant from criminal activities, drugs, terrorisms, unpaid rent, the College reserves the right to terminate the tenancy with immediate effect. tenof any of the foregoing changes, the College may re-enter upon the premises and thereupon the occupation shall terminate as if written notice to vacate has been duly given and expired and the occupation may be terminated immediately.
- 2.3 The College reserves the right to terminate the tenancy by giving to the tenant a three (3) months' notice in writing to vacate the premises.
- 2.4 The tenant may terminate the tenancy of the premises, by giving a one (1) months' notice in writing to the Director, Human Resource and Administration to vacate the premises.
- 2.5 In the event of cessation of the tenant's employment because of death or retirement there will be no rent chargeable for a period not exceeding one (1) month and three (3) months on gratis for death of a KUC staff, unless the Principal determines otherwise.

IN WITNESS WHEREOF the parties have set their hands on the date herein before mentioned.

SIGNED by the Director, Human Resources and)
Administration)
For and on behalf of the College)
In the presence of)

SIGNED by the Tenant)
In the presence of)



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APPENDIX VIII

DEPENDANTS DECLARATION FORM

This property, located at _____ is owned by Kenya Utalii College and occupancy of this housing is as [spelt out in the Staff/Private tenancy agreement [See applicable policy] Below, please list the name, age, gender and relationship of your immediate family members that you are requesting live with you in our housing:

No	Name	ID/B Certificate No	Age	Gender	Relationship
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I further agree to forfeit my deposit should the room be returned at the end of my tenancy in a less than satisfactory condition.



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APPENDIX XI

DOMESTIC SERVANTS EXIT FORM

This is to inform you that _____ ID No. _____ of Telephone No. _____ has been working in my house.

His/Her tenure of service has come to an end effective _____ and has returned his/her temporary pass.

This is therefore to authorise the Security personnel to allow the above named to leave the staff quarters after being subjected to the normal security check.

Name: _____ Staff No. _____

House Number: _____ Date: _____



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APPENDIX X

PRIVATE TENANCY AGREEMENT