



THE REPUBLIC OF KENYA

LAWS OF KENYA

THE ESTATE AGENTS (FORMS AND FEES) RULES

NO. 290 OF 1986

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Kenya

Estate Agents Act

The Estate Agents (Forms and Fees) Rules

Legal Notice 290 of 1986

Legislation as at 31 December 2022

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The Estate Agents (Forms and Fees) Rules (Legal Notice 290 of 1986)

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FIRST SCHEDULE 1

ESTATE AGENTS ACT
THE ESTATE AGENTS (FORMS AND FEES) RULES
LEGAL NOTICE 290 OF 1986

Published in Kenya Gazette Vol. LXXXVIII—No. 51 on 28 November 1986

Commenced on 28 November 1986

[Amended by [Estate Agents \(Forms and Fees\) \(Amendment\) Rules, 1989 \(Legal Notice 35 of 1989\)](#) on 10 February 1989]

[Revised by [24th Annual Supplement \(Legal Notice 221 of 2023\)](#) on 31 December 2022]

1. These Rules may be cited as the Estate Agents (Forms and Fees) Rules.
 2. The application for registration as an estate agent in accordance with section 13(1) of the Act shall be in Form I set out in the First Schedule.
 3. The register of estate agent to be maintained by the registrar under section 7(1) of the Act shall be in Form II set out in the First Schedule.
 4. The certificate of registration to be issued to a person whose name has been entered in the register in accordance with section 8(1) of the Act shall be in Form III set out in the First Schedule.
 5. An application for an inquiry in accordance with sections 16(2) and 23(1) of the Act shall be in Form IV set out in the First Schedule.
 6. An application for restoration of the name on the register pursuant to section 24 of the Act shall be in Form V set out in the First Schedule.
 7. The application for renewal of registration shall be in Form VI set out in the First Schedule.
 - 7A. The annual practising certificate shall be in Form VII set out in the First Schedule.
- [L.N. 35/1989, r. 2.]
8. The fees set on the Second Schedule shall be payable in respect of the matters set out therein.

FIRST SCHEDULE

Form 1

(r. 2)

ESTATE AGENTS ACT

[Cap. 533]

APPLICATION FOR REGISTRATION AS AN ESTATE AGENT

The Registrar,
Estate Agents Registration Board,
P.O. Box
Nairobi.

Passport size
Photograph

A – GENERAL INFORMATION

Main name

(BLOCK CAPITALS)

Other names

(BLOCK CAPITALS)

2. Postal address

Residential address

House No. etc.

Office physical address

.....

Office telephone No.

3. Date of birth

4. Nationality and citizenship

(Please tick as applicable)

a) By birth

b) By naturalization.....

In each case please attach the following:

(i) Your current passport size photo

(ii) Copy of your identity card or birth certificate

B- EDUCATIONAL PARTICULARS

//Read carefully before completing all sections

Copies of relevant leaving certificates, qualifications and testimonials must be attached in each case //

1.Secondary schools attended:

- (a)(i) Name
- (ii) Address
- (iii) Period from to
- (b)(i) Name
- (ii) Address
- (iii) Period from to

2.Colleges attended:

- (a)(i) Name
- (ii) Address
- (iii) Period from to
- (b)(i) Name
- (ii) Address
- (iii) Period from to

3. Universities attended

- (a)(i) Name
- (ii) Address
- (iii) Period from to
- (b)(i) Name
- (ii) Address
- (iii) Period from to

Membership of professional institutions:

- (a)(i) Name
- (ii) Date of registration
- (b)(i) Name
- (ii) Date of registration

C – EXPERIENCE AND EMPLOYMENT

- (a)(i) Name of Employer
- (ii) Address
-
- (iii) Period from to
- (b)(i) Name of Employer
- (ii) Address
-
- (iii) Period from to
- (c)(i) Name of Employer
- (ii) Address
-
- (iii) Period from to

D – SELF EMPLOYMENT

- (a) (i) Name of Company
- (ii) Address
-
- (iii) Period from to

E. PRACTICE IN ESTATE AGENCY

(Please enclose a certified copy of certificate of registration in each case)

1. LIMITED LIABILITY COMPANY

Name of Company

Address

.....

Period from to

Names and addresses of the directors:

1.

2.

3.

4.

2. PARTNERSHIP

Name

Address

Period from to

Names and address of the partners:

1.

2.

3.

4.

3. SOLE PROPRIETORSHIP

Name

Address

Period from to

1. LIMITED LIABILITY COMPANY

(a)(i) Name

(ii) Address

(iii) Period from to

Names and addresses of the directors:

1.

2.

3.

4.

2. PARTNERSHIP

(a)(i) Name

(ii) Address

.....

(iii) Period from to

Names and addresses of the directors:

1.

2.

3.

4.

3. SOLE PROPRIETORSHIP

(a)(i) Name

(ii) Address

.....

(iii) Period from to

F. OTHER BUSINESS PRACTICES

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

1. Name

Address

.....

Period from to

2. Name

Address

.....

Period from to

G – OTHER GROUNDS TO SUPPORT YOUR APPLICATION

Give name and address of an official referee who knows your background history well, e.g. magistrate, chief or assistant chief of your area

1.

2.

3.

H. — BANKRUPTCY OR CONVICTION

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

Please tick as appropriate

Yes No.

I, enclose herewith banker's cheque, money order payable to the Estate Agents Registration Board for Sh. 3,300, which I understand is not refundable.

H. — BANKRUPTCY OR CONVICTION

Have you ever been declared bankrupt or convicted of any offence involving fraud or dishonesty? Please tick as appropriate Yes No.

I, enclose herewith banker's cheque, money order payable to the Estate Agents Registration Board for Sh. 3,300, which I understand is not refundable.

J. DECLARATION

I, 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 Act ([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 estate agent.

Applicant's signature

Date

Witness: Full name (*Please print*)

Address

.....

.....

Telephone

Signature

FOR OFFICIAL USE

Application No.

Date acknowledged

Approved/rejected minute No.

Date notification sent

Gazette Notice No.

Certificate despatched

Certificate acknowledged

Registrar's signature

Date

Date received

Receipt No.

Date

Deferred Minute No.

.Registration No.

Board member's signature

Date

Chairman's signature

Date

Form II

(r. 3)

REGISTER OF ESTATE AGENTS

No.	Full Name	Address	Basic Qualification	Date of Registration	Date and No. of Original Registration	Remarks

Form III

(r. 4)

ESTATE AGENTS ACT

(Cap. 533)

CERTIFICATE OF REGISTRATION AS AN ESTATE AGENT

Mr./Mrs./Miss

(Full name in BLOCK LETTERS)

has been registered as an Estate Agent in accordance with the provisions of section 8(1) of the Estate Agents Act.

Dated the 19

Seal of the Board

.....

Chairman

Estate Agents Registration Board.

.....

Member Estate Agents

Registration Board.

Form IV

(r. 5)

ESTATE AGENTS

(Cap. 533)

THE ESTATE AGENTS REGISTRATION BOARD APPLICATION FOR RENEWAL

The Registrar,
Estate Agents Registration Board,
P.O. Box
Nairobi.

1. Main name

(BLOCK CAPITALS)

Other names

(BLOCK CAPITALS)

2. Postal address

Residential address

House No. etc.

Office physical address

.....

Attached herewith is:

- a. My cheque/money order for Sh.
- b. My current indemnity bond or policy of insurance.

Signed

Form V

(r. 6)

ESTATE AGENTS ACT

[Cap. 533]

APPLICATION FOR AN INQUIRY

[L.N. 35/1989, r. 3.]

Mr./Mrs./Miss

Address

Dear Sir/Madam,

On behalf of the Estate Agents Registration Board, notice is given to you that in consequent of a complaint made to the Board against your/information received by the Board an inquiry is to be held into the following complaint against you.

If the complaint relates to a conviction:

That you were on the day of at (specify court recording conviction) convicted of (set out particulars of the conviction in sufficient detail to identify the case).

OR

If the complaint relates to conduct

That being registered under the Act you (set out briefly the facts alleged) and that in relation to the facts alleged you have been guilty of infamous conduct in a professional respect.

Where there is more than one complaint, the complaints are to be stated consecutively (complaints relating to convictions being set out before complaints relating to conduct).

Notice is further given to you that on day of 20 a meeting of the Board will be held at Nairobi at a.m./p.m. to consider the above complaint/complaints against you to determine whether or not the Board should direct the registrar to remove your name from the register pursuant to rules 16(2) and 23(1) of the Estate Agents Rules, 1984.

You are hereby invited to answer in writing the above mentioned complaint and also to appear in person before the Board at the place, date and time specified above for the purpose of answering the complaint. You may bring your advocate with you. The Board has power to hear and decide upon the complaint in your absence if you do not appear.

Any answer, admission or other statement or communication which you may desire to make with respect to the said complaint should be addressed to the chairman of the Board.

If you desire to make any application that the inquiry should be postponed you should send the application to the secretary of the Board as soon as possible, stating the grounds upon which you desire postponment.

Dated the 20

.....

Registrar of the Board.

Form VI

(r. 7)

ESTATE AGENTS ACT

[Cap. 533]

APPLICATION FOR RESTORATION OF NAME IN THE REGISTER

[L.N. 35/1989, r. 3.]

Note: (This declaration must be made before an estate agent of not less than 10 years experience and of good standing).

I, the undersigned
of (address)
now holding the qualification(s) of

do solemnly and sincerely declare as follows:

1. I am the person formerly registered as an estate agent under the name of
and the qualification(s) of
registration number
- and I hereby apply for the restoration of my name in the register.
2. In an inquiry held on the day of 20
at (place) the Board directed removal of my name for the following reasons
3. Since the removal of my name from the register, I have been residing at and my occupation has been
4. It is my intention if my name is restored on the register to engage in private practice/to be employed, (others specify).
5. The grounds of my application are
6. Names and address of my referees:
 - (a)
 - (b)
 - (c)

Declared at Signed
on Date
Before me

(full name)

Signed

Name of practitioner in full and registration/date of qualification.

Date

Form VII

(r. 7(a))

ESTATE AGENTS ACT

[Cap. 533]

THE ESTATE AGENTS REGISTRATION BOARD

ANNUAL PRACTISING CERTIFICATE

[L.N. 35/1989, r. 3.]

I hereby certify that

has renewed his certificate to practise as an Estate Agent for the current year ending 31st day of December, 20

Dated at Nairobi this day of 20

		
			REGISTRAR,
			Estate Agents Registration Board.