

(If you require additional space to complete your response to any of the questions, Please use the page provided at the end of this questionnaire)

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Tel number (Mobile): \_\_\_\_\_
4. Tel number (Landline): \_\_\_\_\_
5. E-mail: \_\_\_\_\_

**A. BUSINESS PROFILE (To be filled by both individuals & registered entities):**

1. What principal business activities are you engaged in (e.g. Real Estate Agent, Property Management, etc.)?

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2. Geographically, which are your principal areas of business?

3. What are your principal sources of new business? (Please circle)

- a) Recommendations from existing clients
- b) Referrals from other firms
- c) Advertising
- d) Presentations to prospective clients
- e) Other marketing activities
- f) Other (please specify) \_\_\_\_\_

4. Please detail any professional bodies/organizations of which you are a member, and state your membership number.

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5. Have you ever been declared bankrupt, or foresee that a receivership order could be issued against you or your firm, in Kenya or elsewhere? If 'Yes', give details

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**FOR COMPANIES:**

6. Has any director, secretary or senior manager of your firm been a director, secretary or senior manager of a company that has:

- (a) Been denied any license or approval under all the governing laws pertaining to your activities question or equivalent legislation in any other jurisdiction: If 'Yes', give details.

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- (b) Been subjected to any form of disciplinary action by any professional body of which the applicant or any of its director was a member? If 'Yes', give details.

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7. Has any court ever found that the firm or any of its employees, or a person associated with the firm was involved in a violation of any or all the governing laws pertaining to your activities, or equivalent law outside Kenya? If 'Yes', give details.

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8. Is the applicant and/or a person associated with the applicant now the subject of any proceeding that could result in a 'Yes' answer to the above question (7)? Yes/ No. If 'Yes', give details.

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9. Has the applicant or any of its partners, directors, secretary or member of staff been convicted of a criminal offence in Kenya or any other jurisdiction? If 'Yes', give details.

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**FOR BOTH REGISTERED ENTITIES AND INDIVIDUAL APPLICANTS:**

10. Does the applicant have a similar contract with a Real Estate services provider? If 'Yes', give details.

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11. Has the applicant previously had such a contract with a Real Estate services provider that was rescinded? If yes elaborate the reason.

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**B. CLIENT ADOPTION PROSEDURES AND ADMINISTARTION  
(To be filled by both individuals and registerd entities.)**

1. a) Have you established key contacts in the market in the last three years and of what category?

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- b) Please detail the procedures you follow to independently verify the identity of your clients and to establish their integrity.

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c) Which Code of Practice or guidelines covering real estate do you follow when taking on new clients?

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**D. ADDITIONAL INFORMATION TO BE ATTACHED(For registered entities)**

1. Audited financial records for two years (where applicable)
2. Sketch map/ Google Map Location of Business
3. Copy of bank statement (For payment purposes)
4. Certificate of good conduct of signatories
5. 1 passport size photograph for signatories

**D. (For individual applicants)**

1. Copy of ID
2. Copy of PIN certificate
3. Copy of Bank statement/ loan statement (For payment purposes)
4. Copy of utility bill/proof of address
5. Certificate of good conduct
6. Copy of CV
7. 1 passport size photograph

The questionnaire should be signed for and on behalf of your firm by two or more of your directors/partners (unless you are a sole trader/individual).

**I certify that the information provide herein is true and complete as of the date set forth and acknowledge my obligation to update it whenever there are changes.**

For and on behalf of:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print name: \_\_\_\_\_ Print name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_