

UNIVERSITY OF NAIROBI

APPLICATION FOR OWNER-OCCUPIER INTEREST ALLOWANCE

YEAR OF INCOME.....

NOTES:

1. The amount of allowance may not exceed the maximum prescribed by the Kenya Revenue Authority.
2. The outstanding loan balance, the rate of interest and the monthly instalment must be evidenced by a certificate from the lending institution/mortgagee.
3. It is difficult to accurately determine in advance the amount of interest payable during the year. Finance Department will apply the data provided as per note 2 above. If eventually there is any discrepancy between interest allowed and actually paid, the applicant may make the necessary adjustments in his/her annual returns.
4. Approval for the allowance shall be renewable at the beginning of every year of income.
5. Finance Department should be notified immediately the owner-occupier changes residence.

PART I: To be filled by the Applicant

NAME..... DESIGNATION.....

DEPARTMENT..... PAYROLL No.....

PREMISES OCCUPIED:-

Land Registration No.....

Location/Estate

Distance from duty station

Date of occupation

BORROWING:-

Amount outstanding: Shs..... as at

Rate of Interest:

Monthly instalment:

Name of Lending Institution:

I solemnly declare that all the information I have given herein is true to the best of my knowledge and belief and undertake to indemnify

the University of Nairobi for any loss or damage that may arise due to undertaxation of my gains from employment should the cause of the undertaxation be wrong information given by myself.

Signed Date

Name

Witness Date

Name Payroll No.....

PART II: To be filled by the Housing Section

I certify that according to our records the applicant is/is not the owner-occupier of the premises quoted in section one of this application. Owner-occupier Interest allowance recommended/not recommended.

Name: Date

Signed:

Name:

Official Stamp:

PART III: To be filled by the Finance Officer

I approve/do not approve Owner-occupier Interest Allowance of Shs. p.m. with effect from

Signed: Date

Name:

Official Stamp: