



Arbitration

User - Guide



Arbitration Application

Steps

A court representative creates the application on the public portal.

An invoice is generated for the process, payment is made then the application is submitted.

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 applicant can access the valuation report and certificate.



Applicant's Dashboard



Landing Page

[Home](#)[Services](#)[FAQs](#)[LOGIN](#)[REGISTER](#)

Ardhisasa

Ardhisasa is an online platform that allows Citizens, stakeholders and interested parties to interact with land information held and processes undertaken by Government.



Search Property



Transfer Property



Order A Plan



Order A Title

What is Ardhisasa



Landing Page

What is Ardhisasa

Ardhisasa is an online platform that allows Citizens, other stakeholders and interested parties to interact with land information held and processes undertaken by Government. It has been developed jointly by the Ministry of Land and Physical Planning (MoLPP) and the National Land Commission (NLC) and key partners in Government. It allows the lodgment of applications for various services offered by the Ministry and the Commission. The applications are handled through the platform and responses presented through it.


Department	Services
LAND REGISTRATION	Cautious
LAND ADMINISTRATION	Charge
PHYSICAL PLANNING	Lease
SURVEY & MAPPING	Registration of certificate of Titles/ Leases
VALUATION	Replacement of Title
ADJUDICATION & SETTLEMENT	Restriction
NATIONAL LAND COMMISSION	Search



Court Representative Login

The user logs in using their username, password and an OTP sent to their phone

Login



Username / ID number

Password

OTP Code

001:47

Resend

Login


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





ardhisasa
Shamba Lako, Hati Safi!

5:41:59 PM
April 12, 2021

National Land Information Management System

5




Private account

Hi Milimani Law Courts Welcome,

Home / Dashboard

Services

Search for a Service

 Find Service

Land Registration

Search

Transfer

Charge

View More

Land Administration

Change of User


Extension of Lease

Extension of User

View More

Selection of the Arbitration Service

The user selects arbitration from the list of services



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Services

My Properties



Appointments

Notifications

Account

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National Land Information Management System

⁵ 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



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Services

My Properties

Appointments

Notifications

Account

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Private account

Home / Dashboard / MoLPP / Valuation / Application

Arbitration applications

New Application

Pending0

Ongoing5

Completed2

Rejected0

Cancelled0

Search

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

Items per page: 200 of 0<>

Making An Application – FAQs

Defines key terminologies that are used repeatedly in the application



Services

My Properties

Appointments

Notifications

Account

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National Land Information Management System



Private account

Home / Dashboard / MoLPP / Valuation / New Application

Arbitration : New application

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

Frequently Asked Questions

What is Arbitration?

It is a process of resolving a disputed market value of a property.

What is development?

What is land user?


What is letter of offer?

What are loose assets?

What is valuation certificate?

Making An Application – Parcel Details

Parcel details are keyed in on the provided template



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Services

My Properties

Appointments

Notifications

Account

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Private account

Home / Dashboard / MoLPP / Valuation / New Application

Arbitration : New application

1 FAQs

2 Parcel details

3 Proprietorship details

4 Documents

5 Verification

Application details

Enter parcel number: *

NAIROBI/BLOCK153/257

Enter the land user

Commercial

Select if property is developed *

☒ Developed ☐ Undeveloped

Enter the type of development *

Office Block


Enter the description of the development

Description of development

Select if you need valuation report *

☒ Yes ☐ No

Making An Application – Third Party



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Services

My Properties

Appointments

Notifications


Account


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Private account

Home / Dashboard / MoLPP / Valuation / New Application

Arbitration : New application

FAQs

Parcel details

3 Proprietorship details

4 Documents

5 Verification

Proprietorship details

Add the third party's details

79059

Add

Third party's details

Third party's name: *

Third party's phone number: *

e.g 0700000000


Add

Back

Next

Making An Application – Contact Details



The applicant adds a contact person and their contact details



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National Land Information Management System

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Home / Dashboard / MoLPP / Valuation / New Application

Arbitration : New application

FAQs

Parcel details

3Proprietorship details

4Documents

5Verification

Proprietorship details

Add the third parties using ID Number *

79059

Search

Third party ID Number	Action
-----------------------	--------

Enter the property contact's name: *

Jane Doe

Enter the property contact's phone number: *

0735862547


Add

Back

Next

Making An Application – Document Upload



Applicant uploads disputed valuation reports and loose assets(optional) documents



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Private account

Home / Dashboard / MoLPP / Valuation / New Application

Arbitration : New application

 FAQs

 Parcel details

 Proprietorship details

4 Documents

5 Verification

Documents

Disputed valuation reports(should be .pdf, .png or .jpeg): *

Choose file

Disputed Report 2.pdf

Loose assets(should be .xlsx or .csv):

Choose file

Additional documents

Enter additional document name and upload (should be .pdf, .png or .jpeg), if any:

document name

Choose file

No.	Uploaded Documents	Action
1	Sale Agreement	<div>Remove</div>

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

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National Land Information Management System



Private account

Home / Dashboard / MoLPP / Valuation / New Application

Arbitration : New application

FAQs Parcel details Proprietorship details Documents **5** Verification

Verification

Parcel Number: NAIROBI/BLOCK153/257

Applicant	ID / Registration number
-----------	--------------------------

Milimani Law Courts	LC069
---------------------	-------

Third party	ID Number
-------------	-----------

John Mwangi	79059
-------------	-------

Contact Person	Phone Number
----------------	--------------

John Doe	0735862547
----------	------------

Land status: Developed


Land use: Commercial

Back

Submit

Confirmation of application submission

The system queries the applicant for confirmation before submission



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Services

My Properties



Appointments

Notifications

Account

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National Land Information Management System

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Home / Dashboard / MoLPP / Valuation / New Application

Arbitration : New application

FAQs

Documents

5 Verification

Verification

Parcel Number: NAIRC

Applicant

Milimani Law Courts

Third party

John Mwangi

Land status: Developed

Person

Phone Number

0735862547

Land use: Commercial

Back

Submit

Invoice

The system generates an invoice which is displayed on the invoice tab



Services

My Properties

Appointments

Notifications

Account

6:38:26 PM

April 12, 2021

National Land Information Management System



Private account

Home / Dashboard / MoLPP / Valuation / Application Details

Arbitration : Application VAL/AR/R0TOLBYUG6

Cancel Application

Submit Request

Progress level: Application received, awaiting payment / payment confirmation (25% done)

Application Details

Documents

Invoices

Application Invoices

No.	Date	Payment	Total Amount	Balance	Status	Actions
1		Arbitration Fee	Ksh. 2,000.00	Ksh. 2,000.00	Pending	Pay

View ^

Invoice

Receipt

1 - 1 of 1



Payment Options

The applicant can pay for the invoice through one of the methods displayed below



Services

My Properties

Appointments

Notifications

Account

Arbitration : Application VAL/AR/R0TOLBYUG6

Cancel Application

Submit Request

Progress level: Application received, awaiting payment / payment confirmation (25% done)

Application Details

Documents

Invoices

Application Invoices

No.	Date	Payment	Total Amount	Balance	Status	Actions
1		Arbitration Fee	Ksh. 2,000.00	Ksh. 2,000.00	Pending	<button>Close</button> <button>View</button>

Select payment method *

☒ Mock

☐ Cooperative Bank

☐ Mpesa Express

☐ Mpesa

MOCK



M-PESA
EXPRESS

M-PESA


This will proceed creating a mock payment.

- Visit MOCK or mobile banking app if provided
- Enter account no. Mock
- Enter bill reference no. BUTKZB356P
- Enter amount. 2000.00
- Enter your pin and send
- You will receive a customer transaction receipt
- Once you have received a transaction receipt. Click complete button below

Confirm

Submission of the Application

After a successful payment has been made, the applicant submits the application



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7:06:35 PM
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National Land Information Management System

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Private account

Home / Dashboard / MoLPP / Valuation / Application Details

Arbitration : Application VAL/AR/R0TOLBYUG6

Cancel Application Submit Request

payment confirmation (25% done)

Status: Pending


Application details

Parcel number: NAIROBI

No.	Appl	Contact	Phone number
1	Milimani Law Courts LC069	John Doe	0735862547

No.	Proprietor	ID Number	No.	Third Party	ID Number
1	Sarah Katumbi Masive	30893850	1	John Peter Mwangi	79059

Are you sure?



Are you sure you want to submit the request?

No Yes

Final Approval



Applicant's View



Court Representative – Approved Application

The applicant logs in to view the progress of the application, it is under the approved applications tab



Dashboard

Applications

Officers

Notifications

Account

6:09:12 PM

April 13, 2021

National Land Information Management System



Dashboard / Applications / Arbitration Applications

Arbitration Applications

Pending **1** Ongoing **4** Completed **4** Rejected **0**

Search


No.	Reference No.	Date of submission	Time elapsed	Status	Actions
1	VAL/AR/Q0U3OJL91U	Apr 13, 2021	an hour	Completed	View
2	VAL/AR/G67ZQYPLX F	Mar 26, 2021	18 days	Completed	View
3	VAL/AR/Y6B8TNZVD M	Jan 26, 2021	3 months	Completed	View
4	VAL/AR/RSSCPFQ9A 0	Jan 14, 2021	3 months	Completed	View

Items per page: 20 1 – 4 of 4



Documents Tab

Process Documents will be available for viewing, download and printing



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Services

My Properties



Appointments

Notifications

Account

6:17:10 PM
April 13, 2021

National Land Information Management System

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Home / Dashboard / MoLPP / Valuation / Application Details

Arbitration : Application VAL/AR/Q0U3OJL91U

Progress level: Valuation Request completed (100% done)

Application Details

Documents

Invoices

No.	Application documents	Action
1	Disputed report	View

Items per page: 10 1 – 1 of 1 < >

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

Valuation Certificate



REPUBLIC OF KENYA

Valuation Certificate

DEPARTMENT OF LANDS

P.O BOX 30089

Date: Tue Jun 08 2021

Parcel Details

Parcel number: 98/35

Terms of reference/ Purpose of valuation: Arbitration

Date of inspection: 19/01/2021

Location/ GPS Coordinates: -1.31619248409889° S 36.88917915431706° E

Area: 0.0170 Ha.

Proprietor Details

REGISTERED OWNER: Joseph Kariuki Maingi,

TENURE (LEASE/FREEHOLD): Leasehold

ENCUMBRANCES: N/A

Valuation Report

VALUE OF LAND: Ksh 25,680,000.00

VALUE OF IMPROVEMENTS: Ksh 2,000,000.00

MARKET VALUE (LAND + IMPROVEMENTS): Ksh 27,680,000.00

COMMENTS/REMARKS: Final recommended value

Name: Good Matt Goodmatt

Signature:

Date: 26/01/2021