

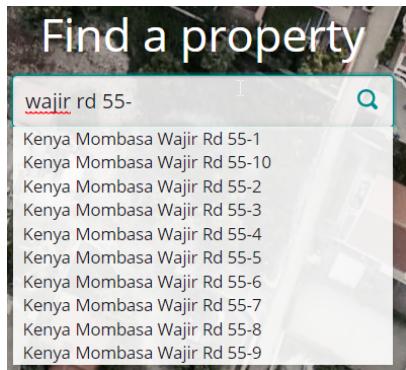
Land Registry  
Demo Script

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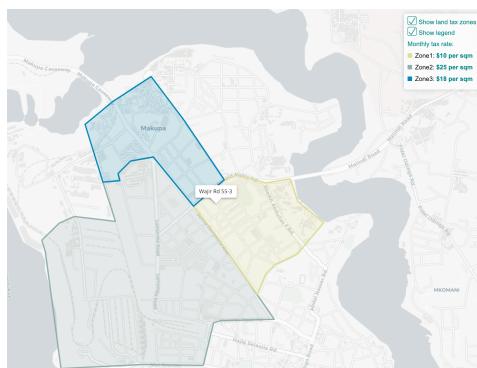
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# 1 Background Check for Property

1. User wants to buy the property Wajir Rd 55-3.
2. Begin typing the address in the search field, and predictions appear:



3. Select the correct address from the list.
4. Properties list and the map view is displayed.
5. In the map view, the user can see in which tax zone the property is located:



6. To view property details, click at the end of the address row or the address label on the map.

A screenshot of a property details card. At the top, there is a search bar with the text "Kenya Mombasa Wajir Rd 55-3" and a magnifying glass icon. Below the search bar, the address "Wajir Rd 55-3" is shown next to a small house icon. To the right of the address is a map snippet showing the location within the Makupa area. A button labeled "More details" with a plus sign is visible. The bottom right corner of the card has the word "Makupa".

7. Detailed view of property information is displayed.

**Wajir Rd 55-3**

55, Wajir Rd, Mombasa, Kenya

|                  |                   |
|------------------|-------------------|
| Property number: | 3                 |
| Property type:   | Apartment         |
| Property size:   | 60 m <sup>2</sup> |

**Building**

Apartment building, 660 m<sup>2</sup>

- Certificate of occupancy (11 Jan 2009)
- Total height 14 m, 5 floors
- City water supply, Local sewage

**Registration**

Owned by Mark Smith since 15 Jan 2019

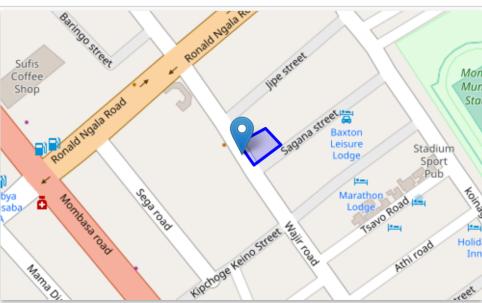
- No mortgage
- Previously owned by Adam Smith

**Land number 100:250:111**

Residential area, 990 m<sup>2</sup>

- Measured by James Mwangi on 10 Dec 2008
- Max height of buildings 10 m

Tax zone Zone1, \$10 / m<sup>2</sup> / mth  
Monthly tax amount \$891


8. On the left side, the user can view details of the property (apartment) and also of the building where the property is located, for example:

- 8.1. Property type and size
- 8.2. Height and number of floors of the building
- 8.3. Mortgage information and owner
- 8.4. Size of the land area
- 8.5. Tax zone and monthly tax amount.

9. On the right side, the map with the location and land borders of the property, and EyeVi Street View preview image is displayed.

- 9.1. Click the map preview to open the map in full-screen view. Pan and zoom the map to get more information about the property location.

- 9.2. Click the image preview to open the street view and observe the surroundings of the property (currently not working in mobile view).

10. Click  in the top right corner of the property details window to close the detailed view.
11. If the user is happy with the property, he contacts the owner (offline) and the owner initiates the ownership change process in the Land Registry solution.

## 2 Property Ownership Change

### 2.1. Current Owner (Seller)

The current owner of the property, Adam Smith, initiates the ownership change process.

1. The user logs in to the registry:

- 1.1. Click **Log In**



- 1.2. Select the relevant user from the list



2. Click **My Properties** in the menu bar, the list of the user's properties is displayed.
3. Find the relevant property in the list and open the detailed view of the property (click **i** at the end of the address line).
4. At the bottom of the property details window, click **Change Ownership**.

Land number 100:250:111

Residential area, 1200 m<sup>2</sup>

Measured by James Mwangi on 10 Dec 2008

Max height of buildings 10 m

Change ownership

The ownership change page is displayed.

5. To initiate the ownership change process:
  - 5.1. Select the new owner (for example, Mark Smith)

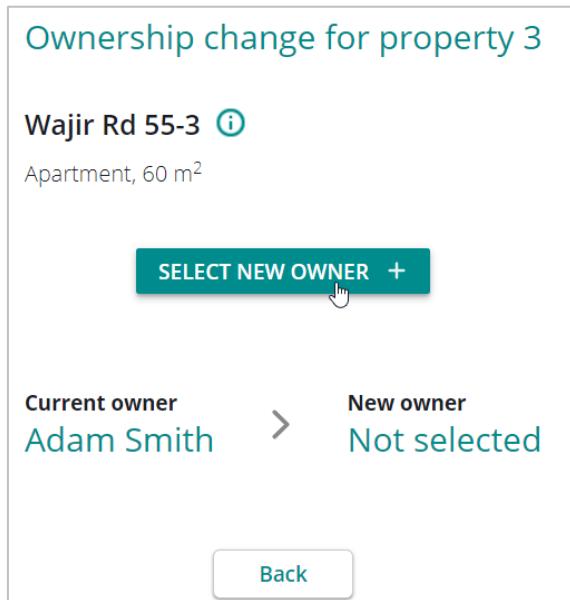
Ownership change for property 3

Wajir Rd 55-3 ⓘ  
Apartment, 60 m<sup>2</sup>

**SELECT NEW OWNER +**

Current owner > New owner  
Adam Smith Not selected

**Back**



5.2. Click **Begin Transaction** to initiate the process.



6. When the owner has initiated the process, progress list of the transaction is displayed. This gives a quick overview of the actions that have already been done and what yet needs to be done to complete the transaction.
7. Click **Pay State Tax** button to indicate that the state tax for the ownership change transaction has been paid.

**Wajir Rd 55-3 ⓘ**

Apartment, 60 m<sup>2</sup>

State tax \$100 not paid  
 Not signed by Mark Smith  
 Not signed by Adam Smith  
 Transaction not complete

**PAY STATE TAX \$**

**Current owner**      **New owner**  
Adam Smith      >      Mark Smith

**Note:** At this point, the buyer can also see the transaction when logging in to the registry. As the state tax can be paid either by the seller or the buyer, the Pay State Tax action is available for both of them.

- When the state tax has been paid, the current owner confirms the contract in the Registry (click **Sign Contract**).

State tax \$100 paid  
 Not signed by Mark Smith  
 Not signed by Adam Smith  
 Transaction not complete

**SIGN CONTRACT**

- Now all is done for the current owner.

State tax \$100 paid  
 Not signed by Mark Smith  
 Signed by Adam Smith  
 Transaction not complete

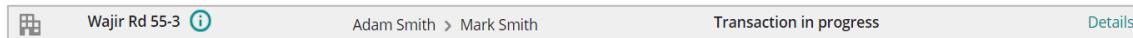
## 2.2. New Owner (Buyer)

- The new owner, Mark Smith, logs in to the registry.

2. Click **My Transactions** in the menu bar.

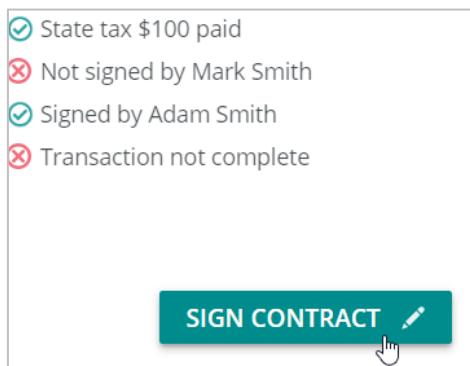


3. Find the relevant property in the list and click **Details** at the end of the row.



The ownership change page is displayed.

4. New owner signs the contract.



5. Now the progress list of the transaction shows that all necessary actions have been done by both parties and the ownership change process is completed.



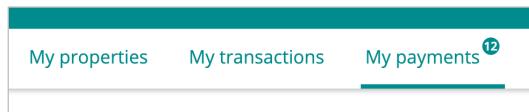
6. The ownership change of the property is now visible in:

- 6.1. My Transactions page (for both the seller and buyer; the transaction is stored in the list for the next 24 hours)
- 6.2. My Properties page (the property is now visible for the new owner).

### 3 View and Pay My Land Tax (for property owner)

The property owner Adam Smith wants to see the land tax information of his properties – the total tax amount, how much taxes he has already paid and how much is yet to pay.

1. Log in as Adam Smith.
2. Go to My Payments page.



3. The tax information is grouped by month. For each month, the following information is displayed:
  - 3.1. Total tax amount
  - 3.2. Paid tax amount
  - 3.3. Unpaid tax amount
4. To view the tax amount breakdown per property of a specific month, expand the relevant row. The expanded view shows for each property:
  - 4.1. Land tax due date
  - 4.2. Paid tax amount
  - 4.3. Unpaid tax amount
5. Pay all button at the end of a row of a specific month enables to pay all land tax of this month with only one click. To pay the land tax of only one property, click the Pay button at the end of the relevant property row.

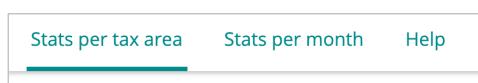
| Month          | Total amount (USD) | Amount paid (USD) | Amount due (USD) |                             |
|----------------|--------------------|-------------------|------------------|-----------------------------|
| ▼ Jan 2019     | 198,000            | 136,240           | 61,760           | <button>Pay all \$</button> |
| <b>Address</b> |                    |                   |                  |                             |
| Wajir Rd 49-4  | 4 Jan 2019         | 0                 | 2,700            | <button>Pay \$</button>     |
| Wajir Rd 31    | 4 Jan 2019         | 0                 | 10,800           | <button>Pay \$</button>     |
| Wajir Rd 5-3   | 4 Jan 2019         | 0                 | 1,850            | <button>Pay \$</button>     |

## 4 Tax Statistics (for tax administrator)

### 4.1. Statistics per tax area

Tax administrator wants to view land tax information breakdown per tax area.

1. Go to **Stats per area** page.



2. The following information is shown for each tax zone:
  - 2.1. Total area of properties in the zone
  - 2.2. Total planned tax amount
  - 2.3. Paid tax amount
  - 2.4. Unpaid tax amount.

| Zone Name | m <sup>2</sup> | Amount (plan) | Amount paid | Amount missing |
|-----------|----------------|---------------|-------------|----------------|
| Zone1     | 4,500          | 912,600       | 903,600     | 9,000          |
| Zone2     | 6,200          | 1,124,200     | 1,097,200   | 27,000         |
| Zone3     | 1,500          | 162,800       | 160,950     | 1,850          |
| Total     | 12,200         | 2,199,600     | 2,161,750   | 37,850         |

3. The graphs below the list illustrate the amount of paid and unpaid tax amount in each zone, and the distribution of total planned tax amount by zone.



## 4.2. Statistics per month

**Stats per month** page enables the tax administrator to get a quick overview of paid and unpaid land tax of a specific month. In addition to monthly breakdown of tax amounts, it also enables to view detailed information of unpaid tax amounts and send a reminder to debtors.

1. Go to Stats per month page.

- [Stats per tax area](#)
- [\*\*Stats per month\*\*](#)
- [Help](#)

2. The amount of land tax that has not been paid yet is shown in the **Amount missing** column.  
 3. To view detailed information about the unpaid amount, expand the relevant row.  
 4. Expanded view shows the property owners who have not paid the land tax yet, and also for which properties the tax has not been paid.

|   |                 |                                  |                  |                      |
|---|-----------------|----------------------------------|------------------|----------------------|
| ▼ | Dec 2018        | 198,000                          | 160,150          | 37,850               |
| ▼ | Owner name      | Amount paid (USD)                | Amount due (USD) | Send reminder        |
| ▼ | Adam Smith      | 157,990                          | 37,850           | <b>Send reminder</b> |
|   | Property        | Address                          | Amount due (USD) |                      |
|   | Wajir Rd 5-4    | 5, Wajir Rd, Mombasa, Kenya      | 105,570          |                      |
|   | Keino St 12     | 12, Keino St, Mombasa, Kenya     | 2,600            |                      |
|   | Mwangeka Rd 168 | 168, Mwangeka Rd, Mombasa, Kenya | 5,175            |                      |

5. Click the **Send reminder** button to easily send a reminder to the property owner.