

COMPANY PROFILE



ATTIC PROPERTY CONSULTANTS LTD.



OUR VISION

To be the Company of choice by all Real Estate consumers
in East Africa



OUR MISSION

To be The Premier Company in delivery of real estate services to our clients by providing exceptional customer service through diligence and honesty.



OUR CORE VALUES

OUR CORE VALUES

We believe in treating our customers with respect and dignity.
We integrate honesty, integrity and business ethics in to
all our business functions.

Who We Are >

BACKGROUND

Attic Property Consultants Limited was incorporated in Kenya as a Limited Liability Company in 2004 but its operations started in 2012. The company delivers a full range of real estate services such as valuations, agency and Property management. The other area of expertise is consultancy in project development.

NAME OF THE FIRM

The firm was incorporated in Kenya as a Limited Liability Company and is registered under the names **ATTIC PROPERTY CONSULTANTS LIMITED.**

Our Director, Joyce W. Murigi was the Managing Partner with C.P. Robertson Dunn Valuers for twenty one years until February 2012 when she left to run Attic Property Consultants Ltd in the same capacity.

She brought with her vast knowledge in specialized Valuations acquired from C.P. Robertson Dunn Valuers and Estate Agents. Areas of specialization include Industrial Valuations of plant and machinery, Hotels and Recreational Institutions, Agricultural Valuations, Religious Institutions, Educational Institutions, Residential and Commercial properties. There are few firms in the market with specialized valuations personnel in Kenya. Some of the specialized valuations we have undertaken include;

1) **Industrial Valuations for land, buildings, plant and machinery**

a) Industrial Promotion Services (IPS)

Premier Foods

Kenya Litho

All Pack Industries

Frigoken

Leather Industries

Wire Industries

Kamyn Industries – Mombasa

Alltex – Athi River

Botanical Extracts – E.P.Z, Athi river

b) General Plastics

c) Carbacid

d) Associated Motors

e) General Printers

f) Lake Gas Ltd to Purchase Hashi Energy Depot and Petrol Stations

g) Ruaraka Investments

h) Muharata Foods Company



2) Hotels, Recreational Institutions and Schools

- a) Tourism Promotion Services – Serena
- b) Braeburn Group
- c) Catholic Diocese of Nairobi
- d) KCA University
- e) Pacis Insurance Company

Valuations for their clients mainly Religious Institutions, Schools and individual clients for Insurance Purposes.

3) Agricultural Valuations for flower farms etc.

- a) East Africa Growers (Farms and Depots).
- b) Shalimar Flower farm

What We Do >

VALUATION

We undertake valuations of virtually every type of property for banks/ Financial Institutions, Investment Advisors, Multinationals, Corporations, Non-Governmental Organizations, Property owners, Occupiers and Developers.

Specific valuation services offered include:

- Asset valuations.
- Sole/ purchase valuations.
- Valuations for insurance purposes.
- Mortgage valuations.
- Statutory valuations.
- Forced sale valuations.
- Rental assessments.
- Assets inventorying.
- Investment analysis.
- Project feasibility studies.
- Furniture, equipment and fitting valuations.
- Coding and tagging.

PROJECT MANAGEMENT AND CONSULTANCY SERVICES

Our project management team offers services to investors, owners and users in commercial and residential properties in Nairobi and its environs by exploiting our knowledge and experience of local market coupled with the use of latest technology. Our team provides on time and on budget performance resulting in major cost and time saving opportunities throughout the construction process. We have undertaken for Luna Park in Lavinton amongst others.

Our core project management activities include:

- Budget preparations.
- Design review.
- Project evaluation and programming.
- Site analysis, feasibility and viability studies.
- Planning and design coordination.
- Construction.
- Occupancy coordination.
- Project closeout.



PROPERTY MANAGEMENT AND CONSULTANCY SERVICES

Property management revolves around extending the life of a property and its fittings thus enhancing its value and reducing operating costs. It also involves dealing and managing tenants on behalf of Property owners , Rent collection, Outsourcing and Managing services, Book keeping and Audit of accounts. We offer highly specialized and professional property management services for residential, industrial and commercial properties on behalf of a broad based clientele including individuals, companies, churches, embassies, parastatals etc.

Our range of services include but no limited to:-

- Prompt rent collection and letting
- Marketing and leasing.
- Lease administration.
- Service Charge management
- Building maintenance
- Maintenance of equipment and furniture
- Cleaning services.
- Security analysis.
- Risk management.
- Business planning
- Cash flow management.
- Book keeping & Finance management
- Property consultancy services

Here below is a portfolio of some properties we have managed

- Luna Gardens in Lavington
These houses have different owners and we manage the service charge accounts and oversee the service charge audit. Each house pays a monthly service charge of Kshs.40, 000/=.
- Forest Court along Forest Road
This building has a monthly rental income of Kshs. 4,000,000/= inclusive of the service charge and a monthly income of Kshs.220, 000/= from the 88 parkings.
- Kantaria House along Muindi Mbingu Street
The building has a monthly rental income of Kshs.3, 500,000/= and a monthly service charge of Kshs.600, 000/=.
- Riara Centre off Riara road
Riara Centre has a monthly rental income of Kshs.1, 200,000/= Inclusive of the service charge.

SERVICES

At Attic Property Consultants, we serve local and international clients by offering a wide range of integrated real estate services for multinationals, corporations, institutions, foreign missions etc.

Our core services comprise;

- Real Estate Agency services.
- Asset valuations
- Property management services
- Site acquisition.
- Property investment appraisals.
- Project management.
- Property maintenance, equipment, furniture and cleaning.
- Supply of building materials, equipment's stationery, motor vehicles and furniture.
- Insurance brokerage.
- Consultancy services.

Management Team >

Joyce W. Murigi

Position: Managing Partner
BA (Land Econ), Hons
M.I.S.K, Registered Valuer and Estate Agent
Practicing Valuer



She was the Managing Partner with C.P. Robertson Dunn Valuers for twenty one years until February 2012 when she left to run Attic Property Consultants Ltd in the same capacity. She brought with her vast knowledge in Valuations, Project Development, Estate Agency and Management. She has handled valuations for as low as KShs 10M and as high as KShs 3.8B. Her field of expertise is mainly in valuations for large Institutions Agricultural and Industrial concerns.



E.N Mburu

Position Valuer/Property manager
B.A (Land Econ) Hons.
M.I.S.K., Registered Valuer

He brings to the firm twenty years of experience in all types of valuations from the firms he has worked for previously (see CV).

Nyambura Murigi
Director Digital - Marketing



Winnie Mbaire
Administration Manager
Qualification: Diploma in social work and Community development
Work experience: 3years in office administration

Francis Ochiel
Accountant
Qualification: CPA II
Work Experience: 18 years



Davis Omondi
Co Accountant
Qualification: Bcom Accounting
Work Experience: 1 year



ATTIC PROPERTY CONSULTANTS LTD.

John Gitau

Position: Driver/ Messenger
Qualification: KCSE Certificate, Driving License
Work Experience: 15years

CONSULTANTS WHEN NEED ARISES

Mary Warigia

M.I.S.K, Registered and Practicing Valuer

Lydia Ndichu

M.I.S.K., Registered Valuer

Teresa Momanyi

Position: P.A/Research & Business Development
Qualification: BSc Honours in Business Information Technology
Work experience: 5 year in Data Entry and Secretarial work

Lucy Githini

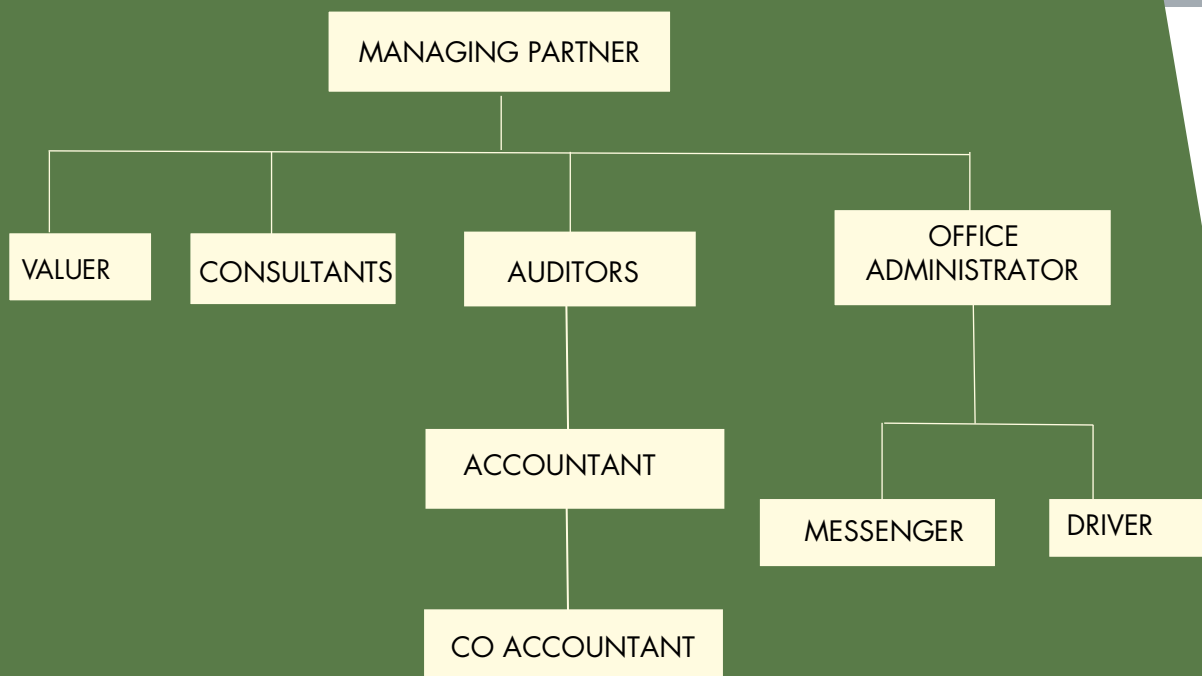
Position: Marketing
Qualification: Diploma in Business Management at KIM

AUTHORISED SIGNATORIES

Joyce W. Murigi
Ejidio Ng'ang'a Mburu



ORGANIZATIONAL STRUCTURE





Auditors

DLFSolutions Ltd.
Certified Public Accountants,
P.O.Box 5341 - 00200 Nairobi

PROFESSIONAL INDEMNITY

The current professional indemnity is for Kshs 100million Pacis Insurance Company (A copy attached). This amount can always be increased if need arises.

LIST OF CLIENTS

Below is a summary of our clients:-

Some of Company's Current Client List (Growing every Month)

1) Industrial Promotion Services (IPS)

Premier Foods

Kenya Litho

All Pack Industries

Frigoken

Leather Industries

Wire Industries

Kamyn Industries Mombasa

Alltex – Athi River

Botanical Extracts–E.P.Z, Athi River

- 2) East Africa Growers (Farms and Depots)
- 3) Lake Gas Ltd to Purchase Hashi Energy Depot and Petrol Stations
- 4) Botanical Extracts (EPZ)
- 5) Pacis Insurance Company
Valuations for their clients mainly Religious Institutions, Schools and Individual clients for Insurance Purposes



- 6) Ruaraka Investments
- 7) Muharata Foods Company
- 8) Fidelity Shield Insurance Company
Valuations for their Staff for Mortgage Purposes
- 9) Tourism Promotion Services – Serena
- 10) General Printers
- 11) General Plastics
- 12) Braeburn Group
- 13) Catholic Diocese of Nairobi
- 14) Associated Motors
- 15) Several Banks e.g. KCB, SBA Bank, ABSA Bank, National Bank,
Olin Sacco and Faulu Bank.



Company's Current Client List with Contacts

- 1) Industrial Promotion Services (IPS)- Contact Person; Christine Muchiri

Tel: 0722 772 974

Email: Christine.muchiri@ipskenya.com

- Premier Foods
- Kenya Litho
- All Pack Industries
- Frigo - Ken
- Leather Industries
- Wire Industries
- Kamyn Industries

- 2) Botanical Extracts (EPZ) Contact Person; Christine Muchiri

Tel: 0722 -772974

Email: Christine.muchiri@ipskenya.com

- 3) Pacis Insurance Company Contact Person; Mr. Jean Moegi

- 4) Ruaraka Investments Contact Person; Mr. H.G. Kantaria

Tel: 0722 860 153

- 5) Muharata Foods Company Contact Person; Miss Muthoni Kamau

Tel: 0720 613162

- 6) Braeburn Group of Schools Contact Person; Mehboob Ishmael

Tel: 0722 325 694

7) Pioneer Holdings Limited Contact Person: Zool Nimji
Tel: 0734 445 959
Email: zool@pioneer-africa.com

8) Mary Knoll Fathers-Contact Person: Francis Kimani
Tel: 0727 509 845
Email: AfricaRAA@Maryknoll.org

9) Kazuri 2000 Limited-Contact Person: Dr. Goes
Tel: 0701 100 744

10) Frame Consultants Limited-Contact Person: Francis Murigi
Tel: 0722 523 850

11) Agro Chemicals and Food Company Contact Person: Joseph Andere
Tel: 0722 326 520



A sample of the Values of the contract awarded

NO	CUSTOMER/ ORGANIZATION	CUSTOMER CONTACT NAME & PHONE NUMBER	CONTRACT REFERENCE & BRIEF DESCRIPTION	VALUE OF CONTRACT (KES/USD)
1	Associated motors	0723 650560 Moez Jamal	Their properties in Nairobi, Mombasa, Eldoret & Meru	Over 100million
2	Braeburn schools	0722 325 694 M.Esmail	Valuations of their schools	Over 100 million
3	Carbacid (CO ₂) limited	020 806 8349 Aftab Jivanjee	All their assets which include land, buildings, plant & machinery, technical equipment and transport fleet	Over 500 billion
4	Athi water services board	0715 688272 Eng. Joseph Kamau	Valuations for compulsory acquisition	Various values
5	IPS Group	0722772974 Christine Muchiri	Valuations of their companies Like Frigoken, Leather Industries, Alltex , Premier Foods & Novaskins	Over 3 billion
6	East Africa growers	0702 559 634 Shiv Mishra	Valuations For Land, Buildings, Equipment, Vehicles, Biological Asset & Office Equipment in Naivasha,	Over 1.8 billion



7	Pacis insurance	0721 446038 Jean Moegi	Valuations for land & building's in Nairobi, Diani & Mbeere	Over 1 billion
8	General plastics	0722 511 185 Rashik shah	Valuations of their assets in Nairobi	Over 1 billion
9	ABSA Bank	020 276 8000 Head of commercial	Valuations services all over the Country	Various values
10	KCB Bank Kenya Ltd	0711 012220 Maurice Ogolla	Valuations for Credit Support Division and Mortgage	Various values
11	Faulu Bank	0720 716482 Peter Onsongo	Mortgage Valuations	Various Values
12	National Bank of Kenya Ltd	0722 994 766 Reuben Nganga	Mortgage Valuations	Various Values
13	Mary knoll	0727 509845 Francis Kimani	Valuations of religious institutions, land and building	Over 100 million



Audited Accounts for the past 3 years (Kshs)

2020	2019	2018
8,937,549	10,554,631	9,239,195

List of ongoing jobs.

1. KCB BANK

Mortgage valuations for their clients. Currently doing a valuation for Boma Inn Hotel in Eldoret for recovery purposes.

2. CARBACID (CO₂)

Valuations for all their Assets , which include land, buildings, plant & machinery, technical equipment and transport fleet for Audit Purposes (Yearly).

3. PACIS INSURANCE COMPANY

Valuation Services for their Properties e.g. Pacis Centre, Luna Gardens, plots in Embu and Diani.

4. NATIONAL BANK

Valuations for their clients for insurance purposes, open market value, mortgage value, accounting purposes.

SAMPLE OF OUR PORTIFORLIO

Hotel Valuations



*Serena Beach Hotel
Mombasa*



Nairobi Serena Hotel



Mara Serena Safari Lodge

Industrial Valuations



Frigoken industry Plant & Machinery



African Leather Industry Plant & Machinery



Allpack Industries Plant & Machinery

Gas & Oil Depot and Petrol Stations



Commercial Property Valuations.



Pacis Centre Westlands

Hakika House Bishop Rd

Residential Valuations



Vacant Plot Valuations



Religious Valuations



Kariakor Methodist Church



Mary Knoll Catholic Chaplaincy



Educational Institutions Valuations



Maria Immaculate Education Centre

Flats/ Apartments Valuations



Taj Park



Jacaranda gardens



Agricultural Valuations



East African Growers



OUR WORK POLICIES

1. CODE OF CONDUCT

Respect -To treat each other without any kind of discriminatory behavior, harassment or victimization.

Integrity -Hold ourselves to the highest ethical standards. To interact in an open, honest positive manner and be guided by what is right.

Passion for Excellence - Strive to achieve the best in everything we do.

Teamwork Work together with trust, openness, honesty and respect.

2. QUALITY ASSURANCE

The Company takes great care to ensure that all the undertaken work goes through a process. Once we get instructions, we assign the job to one of our Valuers who collects the relevant data. The Clerk visits the Lands and survey offices and applies for the searches and maps. The Valuer visits the property and compiles the report. A senior Valuer evaluates the report and finally the Director gives the go ahead after also evaluating the report.

3. BUSINESS ETHICS POLICY

The reputation of the company is built on the trust and confidence of those with whom we deal. The Company aims to maintain high ethical standards in the conduct of its business and will not tolerate any behavior or practice that compromises its integrity. The company is committed to continuously improve its performance by maintaining high ethical standards in carrying out its business activities. Practices of any sort that are incompatible with the Company's principles and policies are not tolerated. Strict adherence to these principles and supporting policies is a condition of employment in the Company.

4. RESEARCH & DEVELOPMENT

We have scheduled trainings three times a year where our employees are provided with the knowledge regarding the profession. We also attend trainings and seminars planned by various boards that regulate the profession e.g. Institution Surveyors of Kenya, Valuers Registration Board, Estate Agents Registration Board.

Banks engaging in our valuation services have also been facilitating such trainings and we always make sure that we attend as and when invited. The trainings enhance employee performance, boost employee productivity, improve the company culture and help us stay in tune with the current fast changing world.

5. CONFIDENTIAL INFORMATION

Employees may be privy to or have access to confidential information during the course of work. None of this information is discussed, revealed, or provided to any person, unless specifically authorized or required in the course of daily business.

An employee who discloses confidential information, except as provided above, is subject to disciplinary action, up to and including termination, and to other civil and equitable remedies that the company may deem necessary.

6. CONFLICT OF INTEREST

The company policy requires that employees do not engage in any external activities that might result in a conflict of interest. All employees are expected to observe the highest standards of ethics and good judgment in all transactions relating to their duties as its representatives and to review with its immediate supervisor any situation that may conflict with its interests or have the appearance of impropriety. If they are unsure whether their actions may constitute a conflict of interest or lead to a conflict of interest, they must immediately discuss the matter with the Senior Management or disqualify themselves from undertaking such jobs.

Violation of this policy may result in disciplinary action up to and including possible discharge.

7. ANTI-BRIBERY AND CORRUPTION POLICY

It is prohibited for directors, employees, consultants or contractors to:

- (a) Give, promise to give, or offer, a payment, gift or hospitality to a third party or otherwise engage in or permit a bribery offence to occur, with the expectation or hope that an advantage in business will be received, or to reward a business advantage already given.
- (b) Give, promise to give, or offer, a payment, gift or hospitality to a third party to "facilitate" or expedite a routine procedure.
- (c) Accept a payment, gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the Company in return.
- (d) Threaten or retaliate against another employee or worker who has refused to commit a bribery offence or who has raised concerns under this Policy .
- (e) Engage in any activity that might lead to a breach of this Policy.

8. ENVIRONMENTAL POLICY

The company is fully committed to continual improvement to enhance our environmental performance, through constant review, in order to provide an effectively controlled environmental management system and service.

This Environment Policy Statement is applicable to all areas of our business.

- it is our policy to:

- prevent pollution
- Protect the environment in all aspects of our business and in particular to significant aspects of our operations, to prevent any adverse environmental effects.
- Recycle / reuse materials wherever practical.
- Comply with legislation regulations and relevant codes of practice, at all times (our compliance obligations).

- Monitoring our progress - objectives, targets & management programme.
Annual environmental objectives is set and reviewed by the management at the required and designated intervals.
We employ specialists (where necessary) to assist with environmental matters. We ensure that we adhere to our Policy and Programmes, and address resulting actions identified through it. We have included within our system measures to control abnormal and emergency situations. It is our aim to also consult and communicate our Policy with our clients and their representatives, our sub-contractors, our suppliers and all persons working for or on behalf of our company.
- To promote environmental awareness. All our employees are briefed and are fully aware of our Environmental Policy working in partnership, we consult with Local and National government bodies, enforcing and regulatory authorities, and specialists to seek advice and assistance towards achievement of our Environmental Management programs to its full potential. We comply with regulations, legislation, codes of practice and other requirements associated with the Company and its operations.
- Where no laws, regulations or codes of practice exist, we develop our own standards to allow for best practice and financially viable environmental option, not entailing significant and detrimental costs to the company, whilst considering public, local and interested parties opinions. It is the duty of the directors to ensure all of the above are observed.

9. HEALTH & SAFETY POLICY

The Company recognizes its responsibilities under the Health & Safety Act and other related legislation.

It is Company policy that its activities are always undertaken in a manner that protects the health, safety and welfare of its employees and others likely to be affected.

The implementation of this policy is the responsibility of the Safety officer. (Director)

This policy is achieved by:

- Ensuring adequate resources are available to implement this policy.
- Ensuring people are competent to carry out the work they are tasked to do.
- Ensuring anybody has the right to stop work if they consider they are at risk, without fear of disciplinary action.

- Providing information, training and supervision to enable persons work safely.
- Implementation of suitable and sufficient assessments to minimize the risks to the health and safety of our employees while they are at work.
- Ensure sufficient preventative and/or protective measures are implemented to control and minimize the risks arising from our planned works.
- Encouraging employees to exercise reasonable care for their own safety and the safety of others by implementing a behavior based safety program.
- Ensuring effective communication at all levels in the organization.
- Consulting with employees on health and safety matters.
- Checking that this policy is effective by undertaking regular interactions and reviewing the findings at management review meetings.
- Acting on findings and implementing changes if necessary.

The company endeavors to ensure this policy remains fit for purpose and achieving continual improvement through the promotion of an active safety culture. To help us do this, objectives and targets are set annually. These aims are publicized across the company and all employees are encouraged to assist us in achieving our aims. We will support our clients by complying with their policies.

No employee is disciplined for refusing to work on the grounds of unsafe conditions and all employees shall be advised of the Confidential Incident Reporting and Analysis System (CIRAS).



ATTIC PROPERTY CONSULTANTS LTD.

OUR CONTACTS & BANKERS

MAIN CONTACT PERSON

Joyce W. Murigi, MISK, Registered & Practicing Valuer
Managing Director

Tel: 020 -2585901, Mobile:- 0722 523766

- 1) ABSA Bank, Lavington Branch
- 2) KCB, Haile Selassie Branch
- 3) National Bank of Kenya Moi Avenue Branch
- 4) Family Bank, Kilimani Branch



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