



**SURVEYORS REGISTRATION BOARD**

**SURVEYOR REGISTRATION ACT (CAP, 275)**

**PRACTICE NOTES 2024 - TODATE**

**(PUBLISHED 2024 NO: 9-13)**

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## **PRACTICE NOTE 9**

### **REGISTRATION OF LAND AGENTS (REAL ESTATE AGENTS).**

**(14th SRB Meeting – MIN/48/14/2024)**

Pursuant to S.15 of the Surveyors Registration Act, Cap 275, Land Agents (Real Estate Agents) shall be entitled to register in the manner prescribed by the Board through the following routes: -

- 1) **Professional Associate Route**- this is a route for graduates in Real Estate Management with 3-years work experience in Real Estate Agency.
- 2) **Experience Route**- this is a route for persons with 15-years work experience at Senior level in government or the private sector.
- 3) **Adaptation Route**- this a route for persons with other qualifications in other professions with at least 10 years of working experience in real estate agency and management
- 4) **Academic Route**- this is a route for persons with 10-years work experience and lecturing or teaching in academic institution in real estate agency and management disciplines



## **PRACTICE NOTE 10**

### **REGISTRATION OF LAND AGENTS (REAL ESTATE AGENTS).**

#### **PROFESSIONAL ASSOCIATE ROUTE**

**(14th SRB Meeting – MIN/48/14/2024)**

Pursuant to S.15 of the Surveyors Registration Act, Cap 275, Land Agents (Real Estate Agents) shall be entitled to register in the manner prescribed by the Board.

A person shall have a degree in Real Estate from a recognized academic institution and submit a formal application to the Board using the prescribed application form and attach: -

- 1) Certified Copies of Academic Certificates and documents;
- 2) Color passport size photo.
- 3) Letter of recommendation and proof of membership with a recognized Professional Association
- 4) Record of experience and CV;
- 5) Logbook showing evidence of supervision and competencies gained as a Graduate in at least THREE (3) years endorsed by a Real Estate Agent;  
and
- 6) Proof of payment of the prescribed registration fees.



## **PRACTICE NOTE 11**

### **REGISTRATION OF LAND AGENTS (REAL ESTATE AGENTS).**

#### **EXPERIENCE ROUTE**

**(14th SRB Meeting – MIN/48/14/2024)**

Pursuant to S.15 of the Surveyors Registration Act, Cap 275, Land Agents (Real Estate Agents) shall be entitled to register in the manner prescribed by the Board.

A person with 15 years of working experience and with a degree in Real Estate from a recognized academic institution shall submit a formal application to the Board using the prescribed application form and attach: -

- 1) Certified Copies of Academic Certificates and documents;
- 2) Color passport size photo.
- 3) Letter of recommendation and proof of membership with a recognized Professional Association;
- 4) Record of employment, responsibilities and experience as a Real Estate Agent for at least FIFTEEN (15) years working at an advanced level as a Senior Officer in Government or Private Sector;
- 5) Record of projects undertaken and competencies gained endorsed by a Real Estate Agent with at least 10 years' experience.
- 6) Proof of payment of the prescribed registration fees.



## **PRACTICE NOTE 12**

### **REGISTRATION OF LAND AGENTS (REAL ESTATE AGENTS).**

#### **ADAPTATION ROUTE**

#### **(14th SRB Meeting – MIN/48/14/2024)**

Pursuant to S.15 of the Surveyors Registration Act, Cap 275, Land Agents (Real Estate Agents) shall be entitled to register in the manner prescribed by the Board.

A person with at least 10 years of working experience and with a degree in a discipline other than Real Estate Management from a recognized academic institution shall submit a formal application to the Board using the prescribed application form and attach: -

- 1) Certified Copies of Academic Certificates and documents;
- 2) Color passport size photo;
- 3) Letter of recommendation and proof of membership from a recognized Professional Association;
- 4) Record of employment and experience in real estate (CV);
- 5) Structured professional trainings in Real Estate Management from an accredited institution recognized by the board.
- 6) Evidence of competencies gained in at least THREE (3) years endorsed by a Real Estate Agent with at least THREE (3) years of experience; and
- 7) Proof of payment of the prescribed registration fees.

In case of other surveyors, a person shall submit a formal application to the Board using the prescribed application form and only attach: -

- 1) Letter of recommendation and proof of membership with a recognized Professional Association; and
- 2) Evidence of competencies gained in at least THREE (3) years endorsed by a Registered Surveyor or Registered Real Estate Agent with at least THREE (3) years of experience post registration; and
- 3) Proof of payment of the prescribed registration fees.



## **PRACTICE NOTE 13**

### **REGISTRATION OF LAND AGENTS (REAL ESTATE AGENTS).**

#### **ACADEMIC ROUTE**

**(14th SRB Meeting – MIN/48/14/2024)**

Pursuant to S.15 of the Surveyors Registration Act, Cap 275, Land Agents (Real Estate Agents) shall be entitled to register in the manner prescribed by the Board.

A person lecturing or teaching a Real Estate course in an academic institution with at least 10 years of working experience and with a degree in Real Estate from a recognized academic institution shall submit a formal application to the Board using the prescribed application form and attach: -

- 1) Certified Copies of Academic Certificates and documents;
- 2) Color passport size photo;
- 3) Letter of recommendation and proof of membership from a recognized Professional Association;
- 4) Record of employment, responsibilities and experience of at least TEN (10) years working at an accredited academic institution or organization and teaching a real estate course.
- 5) Record of academic activities and projects undertaken relevant to the profession in the last TEN (10) year including showing competencies gained endorsed by two real estate agents.
- 6) Proof of payment of the prescribed registration fees.

Hudson Mutalya, R.S.U  
**REGISTRAR**  
**July 12, 2024**