



## ***COLLEGE OF SCIENCE AND TECHNOLOGY***

---

**SCHOOL OF ARCHITECTURE**

**DEPARTMENT OF ESTATE MANAGEMENT AND VALUATION**

# **INDUSTRIAL TRAINING LOG BOOK**

**2022**

## **CONTENT TO BE COVERED IN INDUSTRIAL TRAINING**

### **Introduction**

Industrial attachment is a key exercise that is credit rated at CST. All students in the Department of Estate Management and Valuation are expected to undergo an industrial training as partial fulfillment for a ward of Degree in Estate Management and Valuation. During industrial training period, students are expected to learn and acquire practical skills related to their profession. Every activity undertaken during industrial training period must be recorded in the daily, weekly, and monthly logbooks as required. This will be the basis for assessment to quantify the skills obtained during the training period. Students are therefore advised to take this training seriously.

### **Objectives**

The main objective of this Industrial Training is to provide a bridge between theoretical knowledge and practical skills. This will enable students to appreciate the Real Estate practice in Rwanda.

### **Expectations from Students**

1. Students are expected to be punctual, obedient and to observe organizational rules and regulations at all times.
2. Record all activities that are carried out each day (each student should possess an “Industrial attachment note book”
3. to do this).
4. Record the daily summary and detailed description of the activities done in his/her log book and have it verified and signed by his/her industrial training supervisor/trainer.
5. Write a monthly summary of his/her supervising lecturer’s comments in his/her log book, write a comprehensive technical end-of industrial training report.

### **Scope of Industrial Training**

While on industrial training, students are expected to learn about and acquire knowledge on but not the following areas:

Land Management. This includes; land registration, land acquisition, land transfer process and property taxation.

Property Valuation. This includes; property inspections; referencing; application of different valuation methods and valuation report writing.

Property Management; This includes; proposal writing, record keeping, maintenance schedules and periodic reporting.

Real Estate Development. This includes; Real Estate development process, project management etc.

Real Estate Finance. Process and requirements of obtaining mortgage loans, types of real estate finance, role of credit/commercial officers in mortgage lending and mortgage valuations.

Organizational Management. This includes; organizational structure, office management and day to day running of organizations.

## LOG SHEET

**Name of Student:** UMUTONI Divine

**Reg. No:** 220009577

**Department:** ESTATE MANAGEMENT AND VALUATION

**Name of Training Company:** REAL VALUE CORPORATION LTD

**Weekly Report No2**from 14/02/2023 to 18/02/2023

Day/Date	Brief description of work performed	No. of hours
Monday	Today I have gone to the office, I have learned to collect data and I was reminded of the methods to use while collecting the data from the field basing on BOQ and we were told to first emphasize on drawing the floor plan of the building before making the dimensions of the property. In addition to take a picture showing the building components of that property and each structure permanently there on.	7
Tuesday	Today I have gone to inspect the Residential property which is located in NYARUREMBO VILLAGE, RWAMPARA CELL, KIGARAMA SECTOR, KICUKIRO DISTRICT, KIGALI CITY, and after I came back to the office to prepare a Valuation report.	7
Wednesday	Today in the morning I have gone to the office to Prepare valuation reports.	7
Thursday	Today, I start by making valuation reports for collected data from KAVUMU VILLAGE, NONKO CELL, NYARUGUNGA SECTOR, KICUKIRO DISTRICT, KIGALI CITY and help my trainer in the office.	7
Friday	Today in the morning I have gone to the office to Prepare valuation reports	7
total hours		35

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I started with the training from staff to collect data and calculate the area for Complex buildings</p> <p>I learned That for the building which is irregular Shaped building we calculate the area based on the length and width then minus the void area.</p> <p><b>Processes during data collection</b></p> <p>According to the field form we use when recording the data from the field you should first:</p> <ol style="list-style-type: none"> <li>1.Record all property owners' identification</li> <li>2.Tick the construction materials on the building if it really matches with what is on the field form.</li> </ol> <p>Make a conversation with the property owner to ask him/her about the construction materials that cannot be seen directly i.e. walls and foundation in which the property is built.</p>	
<b>Supervisor's Comment</b>	

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

The absence of trainee must be indicated on the log book

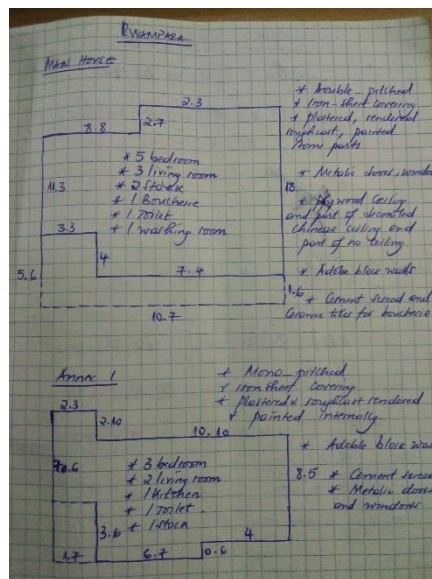
**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I have gone to the site to inspect residential properties for mortgage purposes. The property inspected located in NYARUREMBO VILLAGE, RWAMPARA CELL, KIGARAMA SECTOR, KICUKIRO DISTRICT, KIGALI CITY. The subject property contained the Main House with annex house, I took a measurement and collected the relevant information about buildings like the year of building election, building details in the forms of Foundation, walls elevation, Roof, ceiling, floor finishes, and Openings.

We need to know years of building election to calculate the depreciation rate, building details are very useful to estimate the rate per square meter and building accommodation helps to describe property clearly.

After I came back to the office to prepare a Valuation report.

## SKETCH

Supervisor's  
Comment

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

The absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Prepared reports for the Plot located in SABAGANGA VILLAGE, NYANZA CELL, GATENGA SECTOR, KICUKIRO DISTRICT I used one method in preparation of the report, the market approach. After using this approach, I made an adjustment based on Land details and Land adjustment. I used ArcGIS to demonstrate the location for the property and I accessed parcel information through Rwanda Revenue Authority (RRA), National land management and use Authority (RLMUA) and IRPV system.

**Photos' showing the property**



Supervisor's  
Comment

Name of Training Officer

Signature

Checked date

Official stamp of the company

.....

.....

.....

.....

**Note:**

The absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

2. Prepared valuation reports for Mortgage purposes, KAVUMU VILLAGE, NONKO CELL, NYARUGUNGA SECTOR, KICUKIRO DISTRICT, KIGALI CITY I used the two methods in preparation of the report, the first one is Cost approach and the second one is market approach I used ARCGIS to demonstrate location the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMUA).

**Photos' showing the property**



Supervisor's  
Comment

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

The absence of trainee must be indicated on the log book



**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Prepared valuation report of agriculture land collected data in AKIMANA VILLAGE, MUKUYU CELL, NDERA SECTOR, GASABO DISTRICT, KIGALI CITY I used one method in preparation of the report, the market approach. After using this approach, I made an adjustment based on Land details and Land adjustment. I used ArcGIS to demonstrate the location for the property and I accessed parcel information through Rwanda Revenue Authority (RRA), Rwanda land management and use Authority (RLMAUA), Kigali master plan and IRPV system.

**Photos' showing the property**



Supervisor's  
Comment

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

The Absence of trainee must be indicated on the log book



## LOG SHEET

**Name of Student:** UMUTONI Divine

**Reg. No:** 220009577

**Department:** ESTATE MANAGEMENT AND VALUATION

**Name of Training Company:** REAL VALUE CORPORATION LTD

### Weekly Report No2 from 21/02/2023 to 25/02/2023

Day/Date	Brief description of work performed	No. of hours
Monday	Today I have gone to inspect the Residential property which is located in NYABITARE VILLAGE, RUYENZI CELL, RUNDA SECTOR, KAMONYI DISTRICT, SOUTHERN, and after I came back to the office to prepare a Valuation report.	7
Tuesday	Today I have gone to inspect the Commercial property which is located in KIMIGENGE VILLAGE, KIBIRIZI CELL, RUBENGERA SECTOR, KARONGI DISTRICT, WESTERN, and it was a long journey.	7
Wednesday	Today, I have Gone to the office to draft the valuation report for collected data from KARONGI District for the site inspected previous day.	7
Thursday	Today I did Valuation Report for the property Located in RUSHUBI CELL, MUNYARWANDA SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE.	7
Friday	Today I have drafted Valuation Report for the property Located in NYABUKO VILLAGE, KABUGA CELL, NGOMA SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE.	7
total hours		35

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Prepared valuation reports for Insurance purposes, NYABITARE VILLAGE, RUYENZI CELL, RUNDA SECTOR, KAMONYI DISTRICT, SOUTHERN. I used the two methods in preparation of the report, the first one is Cost approach and the second one is market approach I used ARCGIS to demonstrate location the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMUA)

**Photos' showing the property**



Supervisor's  
Comment

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I have gone to inspect the Commercial property which is located in KIMIGENGE VILLAGE, KIBIRIZI CELL, RUBENGERA SECTOR, KARONGI DISTRICT, WESTERN, and it was a long journey to come from Kigali and went to KARONGI it is not easy it took

**Photos' showing the property**



Supervisor's  
Comment

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today, I have Gone to the office to do the valuation report for collected data from KARONGI District for the site inspected previous day., the property was commercial building and the purpose for this valuation was valuation for mortgage purposes. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. I used ARCGIS to demonstrate location of the property A accessed parcel information through Rwanda Revenue Authority (RRA) and Rwanda land management and use Authority (RLMUA).

**Photos' showing the property**



Supervisor's  
Comment

Name of Training Officer

Signature

Checked date

Official stamp of the company

.....

.....

.....

.....

**Note:**

The absence of trainee must be indicated on the log book



**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I was busy doing a Valuation Report for the plot Located in RUSHUBI CELL, MUNYARWANDA SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE, the purpose for this valuation is valuation for mortgage purposes. I used one method to estimate the value for the plot. The approach used to estimate the value of a plot is market or comparison approach I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field.

**Photos' showing the property**



Supervisor's  
Comment

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I have drafted a Valuation Report for forest property Located in NYABUKO VILLAGE, KABUGA CELL, NGOMA SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE. The purpose for this Valuation reports is Valuation for mortgage purposes. I used the two methods in the preparation of the valuation report, the first one is Cost approach and the second one is the market approach. I used ARC-GIS to demonstrate location for the property and I accessed parcel information through RRA, Rwanda land management and use Authority (RLMUA).

The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land.

**Photos' showing the property**



Supervisor's  
Comment

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

The Absence of trainee must be indicated on the log book

## LOG SHEET

**Name of Student:** UMUTONI Divine

**Reg. No:** 220009577

**Department:** ESTATE MANAGEMENT AND VALUATION

**Name of Training Company:** REAL VALUE CORPORATION LTD

### Weekly Report No2from 28/02/2023 to 4/03/2023

Day/Date	Brief description of work performed	No. of hours
Monday	Today, I start by making valuation reports for collected data from BUGESERA District and help my trainer in the office.	7
Tuesday	Today, I have gone to the field to inspect Agriculture property located in GASEKE VILLAGE, MUNYARWANDA CELL, NGOMA SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE After I came back to the office to draft Reports.	7
Wednesday	Today, I have gone to the field to inspect Agriculture property located in BASE VILLAGE, CYOHOHA CELL, BASE SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE After I came back to the office to draft Reports.	7
Thursday	Today, I have gone to the field to inspect Agriculture property located in GASEKE VILLAGE, MUNYARWANDA CELL, NGOMA SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE After I came back to the office to draft Reports.	8
Friday	Today in the morning I have gone to the office to draft valuation reports for the plot located in BUGESERA District.	7
total hours		36



**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I have drafted a Valuation Report for the plot Located in MBUGA VILLAGE, RANGO CELL, MAREBA SECTOR, BUGESERA DISTRICT, AND EASTERN PROVINCE the purpose for this valuation is valuation for public auction purposes. The approach used to estimate the value of a plot is market or comparison approach I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field



Supervisor's  
Comment

Name of Training Officer

.....

Signature

.....

Checked date

.....

Official stamp of the company

.....

**Note:**

The Absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I was busy doing a Valuation Report for the plot Located in GASEKE CELL, MUNYARWANDA SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE, the purpose for this valuation is valuation for public auction purposes. I used one method to estimate the value for the plot. The approach used to estimate the value of a plot is market or comparison approach I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field.



Supervisor's  
Comment

Name of Training Officer

.....

Signature

.....

Checked date

.....

Official stamp of the company

.....

**Note:**

The Absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I was busy doing a Valuation Report for the plot Located in BASE VILLAGE, CYOHOHA CELL, BASE SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE, the purpose for this valuation is valuation for public auction purposes. I used one method to estimate the value for the plot. The approach used to estimate the value of a plot is market or comparison approach I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMUA) to Search for Parcel Information. And we find that the information was very needed because we discover that the parcel is being used for commercial while it was there to serve as agriculture land and GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field.



Supervisor's  
Comment

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book



**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I went for site inspection and did Valuation Report for Residential Property Located in GASEKE VILLAGE, MUNYARWANDA CELL, NGOMA SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE the purpose for this valuation is valuation for mortgage purpose. I used one method to estimate the value for the plot which is planned for Residential on the master plan 2020. The approach used to estimate the value of a plot is market or comparison approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMAUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field.



Supervisor's  
Comment

Name of Training Officer

.....

Signature

.....

Checked date

.....

Official stamp of the company

.....

**Note:**

Absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I have Prepared reports for the Plot located in KAGASA I VILLAGE, RAMIRO CELL, GASHORA SECTOR, BUGESERA DISTRICT, EASTERN PROVINCE. I used one method in preparation of the report, the market approach. After using this approach, I made an adjustment based on Land details and Land adjustment. I used ArcGIS to demonstrate the location for the property and I accessed parcel information through Rwanda Revenue Authority (RRA), National land management and use Authority (RLMUA) and IRPV system.



Supervisor's  
Comment

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

## LOG SHEET

**Name of Student:** UMUTONI Divine

**Reg. No:** 220009577

**Department:** ESTATE MANAGEMENT AND VALUATION

**Name of Training Company:** REAL VALUE CORPORATION LTD

### Weekly Report No2from 7/03/2023 to 11/03/2023

Day/Date	Brief description of work performed	No. of hours
Monday	Today I worked in an office, I drafted valuation reports for mortgage purposes for the property which is located in NGOMA District.	7
Tuesday	Today in the morning I have gone to the office to draft valuation reports for the plot located in RUSIZI District	8
Wednesday	Today I have drafted a valuation report for the property which is Located in, NYAMAGABE District.	8
Thursday	Today I have drafted a valuation report for property located in BUGESERA District.	7
Friday	Today I have drafted a valuation report for the property which is Located in KINGODO Village KARITUTU Cell, MUHAZI Sector, RWAMAGANA District.	7
total hours		38

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I worked in an office, I drafted valuation reports for mortgage purposes for the property which is located in RUKOMO Village, KIBIMBA Cell, JARAMA Sector, NGOMA District. the property was residential building and the purpose for this valuation was valuation for mortgage purposes. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMUA).

Supervisor's  
Comment

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book



<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I have Prepared reports for the Plot located in SHABA VILLAGE, KAMANU CELL, NYAKABUYE SECTOR, RUSIZI DISTRICT, WESTERN PROVINCE. I used one method in preparation of the report, the market approach. After using this approach, I made an adjustment based on Land details and Land adjustment. I used ArcGIS to demonstrate the location for the property and I accessed parcel information through Rwanda Revenue Authority (RRA), National land management and use Authority (RLMUA) and IRPV system.</p>	
Supervisor's Comment	

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I worked in an office, I drafted valuation reports for mortgage purposes for the property which is located in RWEZAMENYO VILLAGE, KIBIBI CELL, KIBUMBWE SECTOR, NYAMAGABE DISTRICT, SOUTHERN PROVINCE. the property was residential building and the purpose for this valuation was valuation for mortgage purposes. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMUA).</p>	
Supervisor's Comment	

Name of Training Officer .....  
 Signature .....  
 Checked date .....  
 Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I have drafted a valuation report for property located in RWAZA Village, KAYUMBA Cell, NYAMATA Sector, BUGESERA District. the purpose for this valuation is valuation for mortgage purpose. I used one method to estimate the value for the plot which is planned for Residential on the master plan 2020. The approach used to estimate the value of a plot is market or comparison approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land.</p> <p>I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMAUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field.</p>	
Supervisor's Comment	

Name of Training Officer	.....
Signature	.....
Checked date	.....
Official stamp of the company	.....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I have drafted a valuation report for the property which is Located in KINGODO Village KARITUTU Cell, MUHAZI Sector, RWAMAGANA District, make severely survey about the subject property by using the primary data collected and relate these data to the data kept at the land center the application helps me to assess it are the following ARC-GIS, GOOGLE MAP PRO, RWANDA REVEN AUTHORITY Declaration Form all of this help to get accurate information related to the subject property.</p> <p>The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land.</p>	
Supervisor's Comment	

Name of Training Officer .....  
 Signature .....  
 Checked date .....  
 Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

## LOG SHEET

**Name of Student:** UMUTONI Divine

**Reg.No:** 220009577

**Department:** ESTATE MANAGEMENT AND VALUATION

**Name of Training Company:** REAL VALUE CORPORATION LTD

### Weekly Report No2from 14/03/2023 to 18/03/2023

Day/Date	Brief description of work performed	No. of hours
Monday	Today in I drafted Valuation reports For properties located in, KARONGI District.	7
Tuesday	Today in the morning I have gone to the office to draft valuation reports for auction purposes the plot located in MUSANZE District.	8
Wednesday	Today I inspected properties for the plot located in BURERA District and residential property located in the RULINDO District,	8
Thursday	Today in I drafted Valuation reports For properties located in RWAMAGANA District.	7
Friday	Today in I drafted Valuation reports For properties located in KICUKIRO District	7
total hours		37

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

Today I have drafted a valuation report for property located in NYABAGUMA VILLAGE, SHYEMBE CELL, MURAMBI SECTOR, KARONGI DISTRICT, WESTERN PROVINCE. the purpose for this valuation is valuation for mortgage purpose. I used one method to estimate the value for the plot which is planned for Residential on the master plan 2020. The approach used to estimate the value of a plot is market or comparison approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMAUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field.

Supervisor's  
Comment

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

1. Today I drafted Valuation report for the field work in MURUNDO VILLAGE, GAKORO CELL, GACACA SECTOR, MUSANZE DISTRICT, NORTHERN PROVINCE. the property were Agriculture land and residential building and the purpose for this valuation was valuation for court purposes. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMAUA).
2. Valuation for court purpose is different from valuation for mortgage purpose. Valuation report for mortgage purpose include three values: Open market value, Insurance value and Forced sale value which is 70% of market value while, valuation report for Court purpose include Open market value only.

Supervisor's  
Comment

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book



<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>1. Today I have drafted a valuation report for property located in NYAMIREMBE VILLAGE, RUTONDE CELL, SHYORONGI SECTOR, RULINDO DISTRICT, NORTHERN PROVINCE. the purpose for this valuation is valuation for mortgage purpose. I used one method to estimate the value for the plot which is planned for Residential on the master plan 2020. The approach used to estimate the value of a plot is market or comparison approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land.</p> <p>I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMAUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field</p> <p>2. And also I have Prepared reports for the Plot located in SONGA VILLAGE, KIDAKAMA CELL, GAHUNGA SECTOR, BURERA DISTRICT, NORTHERN PROVINCE. I used one method in preparation of the report, the market approach. After using this approach, I made an adjustment based on Land details and Land adjustment. I used ArcGIS to demonstrate the location for the property and I accessed parcel information through Rwanda Revenue Authority (RRA), National land management and use Authority (RLMUA) and IRPV system.</p>	
Supervisor's Comment	

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>1. Today in I drafted Valuation Reports for properties located in MUYUMBU Sector, RWAMAGANA District. Today I drafted Valuation report for the field work that I did in NYAGATARE District. the property were Agriculture land and residential building and the purpose for this valuation was valuation for court purposes. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMUA).</p>	
Supervisor's Comment	

Name of Training Officer	.....
Signature	.....
Checked date	.....
Official stamp of the company	.....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I have drafted a valuation report for property located in CYURUSAGARA VILLAGE, KARAMA CELL, KANOMBE SECTOR, KICUKIRO DISTRICT, KIGALI CITY. the purpose for this valuation is valuation for mortgage purpose.</p> <p>I used one method to estimate the value for the plot which is planned for Residential on the master plan 2020.</p> <p>The approach used to estimate the value of a plot is market or comparison approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land.</p> <p>I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMAUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field.</p>	
Supervisor's Comment	

Name of Training Officer	.....
Signature	.....
Checked date	.....
Official stamp of the company	.....

**Note:**

Absence of trainee must be indicated on the log book

## LOG SHEET

**Name of Student:** UMUTONI Divine

**Reg.No:** 220009577

**Department:** ESTATE MANAGEMENT AND VALUATION

**Name of Training Company:** REAL VALUE CORPORATION LTD

**Weekly Report No2**from 21/03/2023 to 25/03/2023

Day/Date	Brief description of work performed	No. of hours
Monday	Today I drafted a valuation report for residential property which is located in KABOMBO Village, KIBARE Cell, MUTENDERI Sector NGOMA District.	7
Tuesday	Today in the morning I have gone to the office to draft valuation reports for auction purposes located in NYAMASHEKE District	7
Wednesday	Today I have drafted a valuation report for auction purposes the property which is Located in NYABIHU District.	7
Thursday	Today I inspected properties for the plot located in NYANZA District and residential property located in the RUSIZI District	7
Friday	Today I inspected properties for the plot located in NYANZA District.	8
total hours		36

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I drafted a valuation report for residential property which is located in KABOMBO Village, KIBARE Cell, MUTENDERO Sector NGOMA District, make severely survey about the subject property by using the primary data collected and relate these data to the data kept at the land center the application helps me to assess it are the following ARC-GIS, GOOGLE MAP PRO, RWANDA REVEN AUTHORITY Declaration Form all of this help to get accurate information related to the subject property.</p> <p>The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land.</p>	
Supervisor's Comment	

Name of Training Officer
 .....

Signature
 .....

Checked date
 .....

Official stamp of the company
 .....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>1. Today I drafted Valuation report for the field work in MASEKA VILLAGE, KIBOGORA CELL, KANJONGO SECTOR, NYAMASHEKE DISTRICT, WESTERN PROVINCE. the property were Agriculture land and residential building and the purpose for this valuation was valuation for court purposes. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach.</p> <p>The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMAUA).</p> <p>2. Valuation for court purpose is different from valuation for mortgage purpose. Valuation report for mortgage purpose include three values: Open market value, Insurance value and Forced sale value which is 70% of market value while, valuation report for Court purpose include Open market value only.</p>	
Supervisor's Comment	

Name of Training Officer	.....
Signature	.....
Checked date	.....
Official stamp of the company	.....

**Note:**  
Absence of trainee must be indicated on the log book

**Other details of assignment, processes, methods, sketches, and any other relevant technical information**

1. Today I have drafted at the office, Valuation report for Located in KIRAMIRA VILLAGE, NGANDO CELL, KABATWA SECTOR, NYABIHU DISTRICT, AND WESTERN PROVINCE. the property were Agriculture land and residential building and the purpose for this valuation was valuation for court purposes. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMAUA).
2. Valuation for court purpose is different from valuation for mortgage purpose. Valuation report for mortgage purpose include three values: Open market value, Insurance value and Forced sale value which is 70% of market value while, valuation report for Court purpose includes Open market value only.

Supervisor's  
Comment

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book



Other details of assignment, processes, methods, sketches, and any other relevant technical information	
1.	Today I have drafted a valuation report for property located in CYUNYU VILLAGE, BURUNGA CELL, GIHUNDWE SECTOR, RUSIZI DISTRICT, WESTERN PROVINCE. the purpose for this valuation is valuation for mortgage purpose. I used one method to estimate the value for the plot which is planned for Residential on the master plan 2020. The approach used to estimate the value of a plot is market or comparison approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMAUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field
2.	And also I have Prepared reports for the Plot located in BUGURA VILLAGE, GAHONDO CELL, BUSASAMANA SECTOR, NYANZA DISTRICT, SOUTHERN PROVINCE. I used one method in preparation of the report, the market approach. After using this approach, I made an adjustment based on Land details and Land adjustment. I used ArcGIS to demonstrate the location for the property and I accessed parcel information through Rwanda Revenue Authority (RRA), National land management and use Authority (RLMUA) and IRPV system.
Supervisor's Comment	

Name of Training Officer .....  
 Signature .....  
 Checked date .....  
 Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

Other details of assignment, processes, methods, sketches, and any other relevant technical information	
<p>1. Today in the morning I have gone to the office to draft valuation Report and I also drafted a valuation report for a Residential property which is Located in BYIMANA VILLAGE, MUSEZERO CELL, GISOZI SECTOR, GASABO DISTRICT, KIGALI CITY. The purpose for today's valuation was Valuation for Mortgage purpose. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA (Rwanda, Revenue, Authority), Rwanda land management and use Authority (RLMAUA) and Kigali City Master plan 2020.</p>	
Supervisor's Comment	

Name of Training Officer .....  
 Signature .....  
 Checked date .....  
 Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

## LOG SHEET

**Name of Student:** UMUTONI Divine

**Reg.No:** 220009577

**Department:** ESTATE MANAGEMENT AND VALUATION

**Name of Training Company:** REAL VALUE CORPORATION LTD

**Weekly Report No2**from 28/03/2023 to 01/04/2023

Day/Date	Brief description of work performed	No. of hours
Monday	Today I drafted a valuation report for residential property which is located In MUSANZE District.	7
Tuesday	Today in the morning I have gone to the office to draft valuation reports for the Residential properties located in NYAMASHEKE District	7
Wednesday	Today I have drafted a valuation report for the property which is Located in GICUMBI District.	7
Thursday	Today in the morning I have gone to the office to draft valuation reports for the Residential properties located in GASABO District	7
Friday	Today, I have been told different things that a valuation technician must have to accomplish his career effectively and efficiently. Some of the ethics and behavior that we must have include honesty, confidentiality, integrity and transparency. and was is the last day of doing Internship	7

total hours	35
-------------	----

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I drafted a valuation report for residential property which is located In MUBUGA VILLAGE, CYANYA CELL, CYUVE SECTOR, MUSANZE DISTRICT, NORTHERN PROVINCE, make severely survey about the subject property by using the primary data collected and relate these data to the data kept at the land center the application helps me to assess it are the following ARC-GIS, GOOGLE MAP PRO, RWANDA REVEN AUTHORITY Declaration Form all of this help to get accurate information related to the subject property.</p> <p>The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land.</p>	
Supervisor's Comment	

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I have drafted a valuation report for property located in MASEKA VILLAGE, KIBOGORA CELL, KANJONGO SECTOR, NYAMASHEKE DISTRICT, WESTERN PROVINCE. the purpose for this valuation is valuation for mortgage purpose. I used one method to estimate the value for the plot which is planned for Residential on the master plan 2020. The approach used to estimate the value of a plot is market or comparison approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I applied GIS to demonstrate property location, RRA and Rwanda Land Management and Use Authority (RLMAUA) to Search for Parcel Information. And GPS coordinates helped me to be sure that the parcel number on the land title match with data collected from the field.</p>	
Supervisor's Comment	

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today I have drafted at the office, Valuation report for Located in MAREMBO VILLAGE, BIKUMBA CELL, RUTARE SECTOR, GICUMBI DISTRICT, NORTHERN PROVINCE. the property were Agriculture land and residential building and the purpose for this valuation was valuation for court purposes.</p> <p>I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA and Rwanda land management and use Authority (RLMUA).</p>	
Supervisor's Comment	

Name of Training Officer .....

Signature .....

Checked date .....

Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today in the morning I have gone to the office to draft valuation Report and I also drafted a valuation report for a Residential property which is Located in RUGAGI VILLAGE, GASAGARA CELL, RUSORORO SECTOR, GASABO DISTRICT, KIGALI CITY. The purpose for today's valuation was Valuation for Mortgage purpose. I used the two methods in preparation of report, the first one is Cost approach and the second one is market approach. The cost approach helps to know depreciated replacement cost and market approach helps to estimate the value for land. I used ARCGIS to demonstrate location for the property and I accessed parcel information through RRA (Rwanda, Revenue, Authority), Rwanda land management and use Authority (RLMAUA) and Kigali City Master plan 2020.</p>	
Supervisor's Comment	

Name of Training Officer	.....
Signature	.....
Checked date	.....
Official stamp of the company	.....

**Note:**  
Absence of trainee must be indicated on the log book

<b>Other details of assignment, processes, methods, sketches, and any other relevant technical information</b>	
<p>Today, I meet with my staff member and reminder me different things that I have to take in mind when I am going in site visit. There are some ethics and behavior that a Valuer and field technician. Some of the ethics that I have been told today includes Integrity, honest, transparency, to be confidentiality. When he was telling me About integrity in valuation. A Valuer or field technician must have high standard of doing our job and our determination not lower those standards means quality of being whole and complete in doing valuation. In addition, honesty is another ethics that Valuer or field technician in valuation must be trustful in telling the truth and be able to be trusted by avoiding lie and cheating. Moreover, he has told me about being transparency in this field of valuation. I must work clearly activity that I have without taking corruption from the client to do on his will. Then, he told me about confidential in this field of valuation. Confidential which can be explained like having a secret in valuation situation. Where you have to keep secret for the information that you get from the client you have work with so that no third part can know or access those information. Moreover, he told me that there are some criteria that a technician must have include to have all materials needed when you are going in site visit. Not only that as you should also have good appearance means to take care of his/her dress as each in his career has its dressing code it contains also in our career we have to dress well. And was the last day of doing Internship ,I report all staff I used in internship</p>	
Supervisor's Comment	

Name of Training Officer .....  
Signature .....  
Checked date .....  
Official stamp of the company .....

**Note:**

Absence of trainee must be indicated on the log book