



Kayuwawa Property Verification Protocol (PVP-2025)

Issued by: Compliance & Quality Assurance Division

Version: 1.0 | **Effective Date:** April 15, 2025

Applies to: All Kayuwawa Verified Agents



SECTION 1: OBJECTIVE

The purpose of this protocol is to guide verified Kayuwawa agents in conducting property verification tasks that meet legal, professional, and operational standards, protecting both clients and the Kayuwawa brand.



SECTION 2: VERIFICATION TYPES

Type	Description
Registered Land Search	Focuses on matching physical land characteristics to official land registry data.
Unregistered Land Search	Confirms claim of ownership through interviews and boundary identification.
Hybrid Search	Includes both automated registry lookup and physical site inspection.



SECTION 3: TOOLS & RESOURCES REQUIRED

- Smartphone with GPS functionality and camera.
 - Kayuwawa Agent Portal (mobile/web version).
 - Digital ID badge (issued upon onboarding).
 - Due Diligence Form (digital version in portal).
 - Notebook (optional, for field notes).
 - Identification copy from the land claimant (if available).
 - Title copy or sales agreement (if applicable).
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SECTION 4: VERIFICATION PROCEDURE

Step 1: Review Assignment Brief

- Log in to the Agent Portal and review assigned request details.
- Confirm whether the property is registered or unregistered.
- Acknowledge the assignment within 6 hours.

Step 2: Prepare for Visit

- Contact the property owner (if listed) to confirm availability.
- Charge your device, ensure mobile data is active.
- Carry a notebook, ID, and official agent badge.

Step 3: Conduct Site Visit

- Visit the property within 24 hours of assignment.
- Enable GPS to record location metadata in photos.
- Ask for any available documentation (title, sale agreement, LC letter).

Step 4: Physical Verification

- Walk the perimeter of the property.
- Use natural landmarks or artificial boundary markers (e.g., fences, pillars).
- Take at least 6 photos including:
 - Boundary edges
 - Entry point
 - Landscape orientation
 - Surroundings (neighboring land)
 - Any built structures
 - Access road/path
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Step 5: Community Interviews (Required for Unregistered Land)

- Interview a minimum of four neighbors, ideally including:
 - The immediate neighbor(s) on all sides
 - One LC1 chairperson or executive
 - The spouse (if land is said to be owned by a married person)
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- Document full names, phone numbers, and responses.
- Ask standard questions:
 - “Do you know who owns this land?”
 - “Have you ever seen disputes over this land?”
 - “Do you know if this land was bought, inherited, or gifted?”
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- Capture verbal consents and photo evidence (if permitted).

Step 6: Check for Red Flags

- Note any warning signs:
 - Disputes reported by neighbors
 - Double sales or contested ownership
 - Multiple claimants
 - Nearby caveats, warning signs, or government markings
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 - Record any known encumbrances.
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SECTION 5: SUBMISSION OF REPORT

1. Use the Agent Portal to fill out the Due Diligence Form in full.
 2. Attach all photo evidence, interview responses, and documents (PDF/Images).
 3. Submit the report within 48 hours of receiving the assignment.
 4. Report status will be marked as:
 - Pending Review
 - Client Approved
 - Returned for Edits
 - 5.
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SECTION 6: QUALITY STANDARDS

Area	Standard
Photo Evidence	Clear, geotagged, no blurry images
Neighbor Interviews	Minimum 4; diverse and relevant
LC/Spouse Confirmation	Strongly recommended for unregistered properties
Timeliness	48-hour max turnaround
Dispute Flags	Clearly marked and supported with observations
Honesty and Integrity	Zero tolerance for falsified or fabricated data



SECTION 7: VIOLATIONS & PENALTIES

Infraction	Consequence
Missed submission deadline	Warning → temporary account suspension
False reporting	Permanent ban and forfeiture of earnings
Misconduct during interviews	Suspension or termination
Skipping verification steps	Quality downgrade and repeat audit



SECTION 8: LEGAL DISCLAIMER

Kayuwawa Technologies Ltd. will not be held liable for any misrepresentation made by an agent in breach of this protocol. All information submitted is the responsibility of the agent and may be used in legal proceedings.



SUPPORT

If unsure about any step, contact:

Agent Support Line: +256 705 915 321

Email: bamboobantu@gmail.com