

RESIDENTIAL CONVEYANCING FOR SUPPORT STAFF (2 day course)**TUESDAY 11 AND WEDNESDAY 12 JUNE 2024 – 09:30 – 17:00**

Registration:	09:00
Venue:	Marsham Court Hotel, 3 Russell Cotes Road, Bournemouth BH1 3AB
Parking:	This is at the rear of the hotel (postcode BH1 3AU) and there is no parking charge. On arrival, please inform hotel reception of your car registration number and, when you leave, ask for the exit code to raise the exit barrier. Alternatively, there is parking at Berry Court in St Peter's Road, Central Car Park in Upper Hinton Road or street parking around the hotel.
Cost:	£250 Solicitor member and non-member] To include a two-course lunch and all refreshments each day
Booking Reference:	993
CPD:	6
SRA Competence:	B https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/competence-statement/

The course provides an in-depth examination of the law and procedure in the conveyancing process and has been specifically developed for secretarial staff, paralegals, conveyancing support staff as well as qualified lawyers wanting to retrain in residential conveyancing. It is also appropriate for anyone engaged in the residential conveyancing process, who needs or desires an insight into the mechanics and legal principles involved in modern residential conveyancing.

DAY 1:

- **Introduction:**
Getting started, taking instructions, money laundering, dealing with residential clients.
- **Acting for the Seller:**
Obtaining and checking the title, dealing with the TA forms and drafting the contract, preparing the contract bundle.
- **Acting for the Buyer:**
Checking the contract bundle, searches, enquiries, client inspection, and acting for lenders.
- **Exchanging Contracts:**
Preparing for exchange, the mechanics of exchange, protecting the contract.
- **Preparing for Completion – Acting for the seller:**
Completing TA13, approving the transfer, preparing completion statements, dealing with notices and restrictions.
- **Preparing for Completion – Acting for the Buyer:**
Drafting the transfer, pre-completion searches, dealing with the lender, preparation of completion statements and advising the client.

DAY 2:

- **Completion and Completion Day Problems:**

The Law Society Code for completion by post, dealing with undertakings, practical issues including the transmission of funds, advising clients and what to do if things go wrong – notices to complete, rescission and other steps

- **Post Completion:**
Acting for the seller – discharging charges, compliance with undertakings
Acting for the buyer SDLT returns, registration of dispositions
- **Land Registration Issues:**
Boundaries, notices, restrictions, adverse possession, and problem areas
- **Leasehold Conveyancing:**
A Comparison between freehold and leasehold transactions
- **Drafting issues:**
Basic drafting points and construction/interpretation issues
- **Avoiding Negligence:**
Avoiding negligence in Residential Conveyancing

A certificate will be issued on completion of this course.

Speaker Profile:

This lecture will be presented by **IAN QUAYLE**. After many years in private practice, undertaking both commercial and residential work, Ian has spent the last 13 years delivering training courses in connection with property law for a number of leading training providers. Ian has presented over 1500 training courses on a variety of property law related matters. He has also undertaken consultancy work for a number of law firms and organisations looking at conveyancing systems, claims and complaints. His relaxed, informative, and engaging style, combined with extensive legal and practical knowledge, ensures his courses are always well attended.



Please book online at:

<https://www.bournemouthlaw.com/bournemouth-district-law-society-lectures>

Course Notes: For environmental reasons, BDLS will no longer be providing printed course notes at lectures. Lecture notes will be emailed to delegates in advance for either printing or accessing via their laptop or alternative device on the day.

Payment for lectures: Please be aware that payment must be received at the office **before** the lecture takes place. Course bookings will only be confirmed upon payment. All payments are to be paid by BACS. No refunds within 7 days of the course.