

Sectional Title Development Course



information | pack

This document details the **Sectional Title Development Course** presented by Paddocks and the University of Cape Town.

The University of Cape Town, Department of Construction Economics & Management, in conjunction with Paddocks Learning is pleased to offer the **UCT Sectional Title Development Course**. The course meets the high and exacting standards expected of the University of Cape Town.

Need for the course:

The development of a sectional title scheme in terms of the Sectional Titles Act, 1986 ('the Act') requires not only a detailed knowledge of certain parts of the Act and its regulations but also an understanding of how these provisions can be applied in practice.

About the course:

This 3-day intensive course, presented in a MBA classroom environment, will immerse students in the legal, financial and administrative aspects of property development under sectional title. It will equip them with the necessary skills to be highly competitive as service providers to developers or as actual developers themselves. The course is compiled and presented by sectional title specialist Prof. Graham Paddock, sectional title accountant Clint Riddin and professional land surveyor, Biff Lewis.

About the presenters:

Prof. Graham Paddock: B.A. LL.B. (Cape Town) A.A. Arb. Adjunct Professor at the University of Cape Town's Faculty of Engineering and the Built Environment (Department of Construction Economics and Management).



Prof. Graham Paddock is a sectional titles specialist Lawyer, Attorney, Notary & Conveyancer who has more than twenty five years experience training sectional title lawyers, developers, managing agents, estate agents and owners.

He has acted for the City of Cape Town, the largest public-sector provider of housing in the Western Cape, in regard to both sectional titles and conventional property developments. He is the lead consultant to the National Department of Land Affairs and the National Department of Housing in drafting and implementing the Sectional Titles Scheme Management and Community Scheme Ombud Service legislation.

Clint Riddin: Clint is a member of the South African Institute of Professional Accountants and an accountant in the firm Clint Riddin & Associates, a practice which specialises in accounting and bookkeeping for sectional title and cluster schemes. Prior to this he was a director of two branches of the largest managing agency in South Africa and is an acknowledged expert in scheme bookkeeping and finances.



Biff Lewis: Biff Lewis, professional land surveyor, is an authority in the field of sectional title surveying with over 30 years of experience in the field.

Biff served as the president of the institute of Professional Land Surveyors: Western Cape for three years, and as the chairperson of the Association of Architects, Planners, Engineers and Surveyors for two years. He has lectured for several years as a guest lecturer at the University of Cape Town Geomatics Department. Biff is also managing director of Biff Lewis Geomatics Inc.



Who should attend?

Anyone who wishes to practice as, or be a service provider to a developer of sectional title schemes, including property developers, estate agents, project managers, attorneys, managing agents, architects, land surveyors, accountants, builders, property development financiers, investors and home owners throughout South Africa.

Entry requirements:

Students must have a current email account and the ability to read documents in Adobe PDF (Portable Document Format).

What does the course cover?

The course is divided into 12 parts covered during the 3 days, detailed below:

Part Number	Part Title
Part 1	Definition of the Developer
Part 2	Pre-sales Activities
Part 3	The Sectional Plan
Part 4	Future Development Rights
Part 5	Scheme Rules
Part 6	Scheme Contracts
Part 7	Sales
Part 8	Tenant's Pre-emptive Rights
Part 9	Approval of the Sectional Plan and Opening of the Register
Part 10	Transfers / Cessions of Rights
Part 11:	Handover to Body Corporate
Part 12:	Interim Bookkeeping

Course format and dates:

The course will be presented in a MBA classroom environment through a combination of lectures and group tasks. The course will be presented in **Johannesburg** at the Idle Winds Conference Centre on the following dates:

Wednesday 2 June 2010

Thursday 3 June 2010

Friday 4 June 2010

Lectures will be presented for 3 full days from 8:30am and continue until 4:30pm each day. All teas and lunches are included. All delegates will receive a certificate of attendance from the University of Cape Town.

Course fee:

R7,500.00 (excl. VAT), which includes all courseware, lectures, lunches and teas for the duration of the course and a University certificate.

Registration and enquiries:

Final date for registration and payment: **21 May 2010**

Please contact Kate at Paddocks:

Tel: 021 685 4775

Fax: 021 685 4883

Email: kate@paddocks.co.za

REGISTRATION FORM
UCT SECTIONAL TITLE DEVELOPMENT COURSE
JUNE 2010

Final date for registrations: 21 May 2010
Final date for payment: 21 May 2010
Course dates: 2, 3, 4 June 2010

How to register:

- complete the registration form below and email to kate@paddocks.co.za
- **or** complete the registration form below and fax to +27 21 685 4883
- **or** complete the online registration form found at www.paddocks.co.za

STUDENT DETAILS

SURNAME: _____

FIRST NAMES: (as you wish them to appear on your certificate) _____

PREFERRED NAME: (the name by which you wish to be called during the course) _____

ID NUMBER: _____ PHONE: _____

MOBILE: _____ FAX: _____

EMAIL: _____

POSTAL ADDRESS: (P.O. Box Preferable) _____

_____ POSTAL CODE: _____

FIRM OR ORGANISATION: _____

Please indicate any specific dietary requirements: _____

What is your role in sectional titles?

- | | | | |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Property Developer | <input type="checkbox"/> Portfolio Manager | <input type="checkbox"/> Managing Agent |
| <input type="checkbox"/> Estate Agent | <input type="checkbox"/> Banker | <input type="checkbox"/> Unit Owner | <input type="checkbox"/> Other |

Where did you hear about this course?

- | | | | |
|--|---------------------------------------|--------------------------------|--|
| <input type="checkbox"/> Google | <input type="checkbox"/> Facebook | <input type="checkbox"/> Email | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Sectional Titles Online | <input type="checkbox"/> SMS | <input type="checkbox"/> NAMA | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Article: _____ | <input type="checkbox"/> Other: _____ | | |

FEES AND PAYMENT

- The course fee is **R8 550,00** including Value Added Tax.
- Should 3 or more students register as a group, you will be entitled to a **10% discount**, provided this has been arranged with Paddocks staff.
- A pro forma invoice will be sent to you on acceptance of this registration form.

Please indicate if you are registering as part of a group of 3 or more, entitling you to a **10% discount**:

Yes

No

If yes, please specify the names of your other group members:

Please indicate if you require a VAT invoice:

Yes

No

Please indicate invoice details (including VAT number):

CANCELLATIONS

- (a) Registrations cancelled in writing before the 21 May 2010 will qualify for a refund of payment, but will be liable for a 10% cancellation fee.
- (b) Cancellations after the 21 May 2010 do not qualify for a refund and will be liable for the **full course fee**.

PAYMENT DETAILS

Please indicate how you are paying your course fee: *(mark with an x for both sections)*

Section A

Once off payment

EFT, direct deposit or credit card (straight or budget)

- R8 550 on registration or by 21 May 2010

Payment Plan

(EFT or direct deposit)

- R4 300 by 21 May 2010
- R4 300 by 31 May 2010

Section B

By credit card

(Master and Visa cards only)

Paddocks will contact you via telephone to obtain your credit card details.

Direct deposit

Account Name: Paddocks Property Training

Bank: Standard Bank

Branch: Claremont

Branch Code: 025109

Account Number: 043320813

Please use your **name and surname** as a reference and then fax proof of payment to +27 21 685 4883.

Please note: UCT and Paddocks reserves the right to cancel the entire course, if there is insufficient demand for the course. In this case the relevant students will receive a full refund of the course fees.

*******I acknowledge that I have read and accept all the terms and conditions set out in this registration form.**

Signature of applicant

Date