

# Sectional Title Specialist Realtor



## information | pack

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

The Construction Economics and Management Department, University of Cape Town, in conjunction with Paddocks is pleased to offer the **Sectional Title Specialist Realtor Certificate course**.

### **Need for the course:**

The sale of sectional title property, including units, various types of exclusive use rights as well as whole and fractionalised future development rights in 'schemes' under the Sectional Titles Act, 1986 ('the Act') is an increasingly complex task, requiring an understanding of various parts of the Act and Prescribed Rules, various consumer protection provisions and a knowledge of the scheme management and conveyancing processes that apply to the transfer of such property.

The law applicable to sectional title property is under constant review and regularly amended. A failure to understand the legal aspects of sectional title sales may involve serious consequences.

### **About the course:**

This 10 week course, offered in English by distance learning combined with a one-day intensive workshop and an exam the following morning, will introduce students to the legal aspects of sectional title property sales and equip them to:

- Obtain a University qualification as a specialist sectional title estate agent
- Understand fractionalised development rights, consumer protection provisions and management of sectional title schemes
- Obtain a competitive advantage by distinguishing themselves amongst their peers through a university certificate
- Understand how to monitor conveyancing processes which must be completed before their commission is paid
- Negotiate contracts which protect them and their commission claims

The course is designed and presented by sectional title specialist Prof. Graham Paddock.

### **Who should attend?**

Anyone involved in or who administer the sales of sectional title property and particularly those who combine the management of schemes with sales of sectional property.

### **Entry requirements:**

Students must have a current e-mail account, access to a computer and the internet and a general familiarity with the internet and computers, including the ability to read documents in Adobe PDF® (Portable Document Format) and create documents in Microsoft Word®.

### **Format of the course:**

The core components of the course are:

<b>Module</b>	<b>Module Title</b>
<b>Module 1</b>	Review of South African legal principles applicable to sectional property
<b>Module 2</b>	Sectional title concepts examined and compared to other title types
<b>Module 3</b>	Description of sectional property in contracts
<b>Module 4</b>	Consumer protection provisions
<b>Module 5</b>	Sales of sectional property
<b>Module 6</b>	Conveyancing processes
<b>Module 7</b>	Dealings with units and exclusive use rights
<b>Module 8</b>	Dealings with common property

The course comprises distance tuition combined with an intensive one-day workshop and an exam the following morning.

### **Course Delivery:**

Interaction with students will be via the **Paddocks Learning** website and the notes and guidelines for study will be delivered to students in electronic format [PDF® or MS Word®].  
(<http://www.paddocks.co.za/learning>)

The courseware is delivered via a user-friendly website which caters for varying needs and preferences of students. Each of the above components include: course notes; mindmaps; a multiple choice quiz answered online; further reading and references and an online discussion forum.

Anton Kelly is the Course Facilitator who guides all students through the course, thereby ensuring quality assistance is provided throughout the 10 weeks.

### **Course Dates:**

Dates are being confirmed for the next presentation of the course. The compulsory contact session will be presented in Cape Town and Johannesburg according to the following preliminary schedule:

Cape Town:	<i>To be confirmed</i>
Johannesburg:	<i>To be confirmed</i>

### **Examination requirements:**

- a) One examination written at the workshop. This examination counts 40% towards the final mark.
- b) Two assignments (each covering 4 modules) which will be set and evaluated during the course. These assignments count 60% towards the final mark.
- c) In line with UCT's certificate policy, exact final marks will not be given. All individual assignment marks will be communicated privately to students, and final marks will be communicated to students in terms of Distinction, Pass or Fail categories.

### **Award of the certificate:**

Certificates can be awarded only to those students who:

- a) Complete both assignments
- b) Attend the compulsory workshop
- c) Obtain a combined final mark of at least 50% for the examinations and the assignments.

Successful students will receive the *Sectional Title Specialist Realtor Certificate* endorsed by the University of Cape Town.

### **Course fee:**

R6,000.00 excl VAT, which includes all courseware, lecture support and the workshop.

### **Registration and enquiries:**

Final date for registration and payment: ***To be confirmed***

Please contact Christina Maxwell at Paddocks for more information.

Tel:	021 674 7818
Fax:	021 671 2596
E-mail:	<a href="mailto:christina@paddocks.co.za">christina@paddocks.co.za</a>

**REGISTRATION FORM:  
UCT SECTIONAL TITLE SPECIALIST REALTOR CERTIFICATE**

**Final Date for Registration and Payment:** *To be confirmed*

**Course Dates:** *To be confirmed*

---

Please complete all sections in block capitals and return,

- by fax to **021 671 2596** OR
- by e-mail to [christina@paddocks.co.za](mailto:christina@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: \_\_\_\_\_

E-MAIL: ` \_\_\_\_\_

POSTAL ADDRESS: (P.O. Box Preferable)

---

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

FIRM OR ORGANISATION: \_\_\_\_\_

Please indicate which workshop you would like to attend: (Details will be provided closer to the time)

Cape Town

Johannesburg

WHAT IS YOUR ROLE IN SECTIONAL TITLES:

Estate Agent  Principal Estate Agent  Managing Agent  Lawyer  Developer

Banker  Trustee  Other \_\_\_\_\_

Do you have any special needs that could affect your ability to take this course?

---

Where did you hear about this course?

---

**TRAINING AND EXPERIENCE:**

Matriculation certificate or degrees / diplomas obtained from tertiary institutions. Kindly indicate, in respect of each, the institution, the qualification and the date on which it was obtained:

---

---

---

Please indicate, briefly, any relevant experience which you have gained, within the last fifteen years, in sectional title property sales or management.

---

---

---

**FEES AND PAYMENT:**

- The course fee is R6 840, 00 including Value Added Tax.
- Should 5 students register from the same firm, including national estate agencies, 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.

**CANCELLATIONS:**

- (a) The last day for registration and payment is **to be confirmed**
- (b) Registrations cancelled in writing before **to be confirmed** will qualify for a refund of your payment, but you will be liable for a **R684** (R600 + VAT) administration fee.
- (c) Cancellations thereafter **do not** qualify for a refund and will be liable for the **full course fee**.
- (d) Places are limited and will be awarded on a first-come first-served basis.

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

- |  |   |
|--|---|
| <input type="checkbox"/> Once off payment<br>(EFT, direct deposit, credit card (straight or budget))<br>• R6 840 on registration | <input type="checkbox"/> 2 month payment plan<br>(EFT or direct deposit)<br>• R3 600 on registration or by <i>to be confirmed</i><br>• R3 600 by <i>to be confirmed</i> |
|--|---|

**Please note:** credit card payments attract a R250 administration fee

- By direct deposit into:
- |                 |                            |
|-----------------|----------------------------|
| Account Name:   | Paddocks Property Training |
| Bank:           | Standard Bank              |
| Branch:         | Claremont                  |
| Branch Code:    | 025109                     |
| Account Number: | 04 332 0813                |

Please use your **name and surname** as a reference and fax proof of payment to Christina on 021 671 2596.

- By credit card (Master and Visa only) – we will contact you via telephone to obtain your credit card details.

**Please note:** UCT and Paddocks Learning reserves the right to cancel the entire course, or regional areas of the 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