



Information pack

This document details the **Sectional Title Survival Manual** written by Graham Paddock.



About the author



Prof Graham Paddock is a specialist sectional title lawyer, attorney, notary and conveyancer who has more than twenty-five years of experience training sectional title lawyers, developers, managing agents, estate agents, owners and trustees. He has written the *Sectional Title Handbook* and *Sectional Title Survival Manual* as well as various other informational texts, and edited the *Sectional Titles* volume in Juta & Co's *Legislation Series*.

Prof Paddock has lectured real property law and sectional titles to undergraduate and postgraduate students at the University of Cape Town. He chaired the meetings at which the National Association of Managing Agents was formed. He is an alternate member of the Sectional Titles Regulation Board.

About the book

The Paddocks *Sectional Title Survival Manual* has proven to be one of the most popular handbooks and reference texts for owners, trustees, managing agents and other role players in the industry for over 23 years. The January 2008 edition is the sixth edition written by Prof Paddock.

The *Sectional Title Survival Manual* is now also **available in Afrikaans**, translated by C.G van der Merwe and Ilse van der Merwe.

What does the manual cover?

The *Sectional Title Survival Manual* comprises 13 chapters as well as extracts from the Sectional Titles Act No. 95 of 1986 and the prescribed management and conduct rules. The chapters included are provided below:

- | | |
|--|----------------------------------|
| Chapter 1: Basic concepts | Chapter 8: Body corporate |
| Chapter 2: Residential tenant protection | Chapter 9: Rules |
| Chapter 3: Buying sectional property | Chapter 10: Management rules |
| Chapter 4: From share block to sectional title | Chapter 11: Conduct rules |
| Chapter 5: Extension of schemes | Chapter 12: Aspects of ownership |
| Chapter 6: Exclusive use of common property | Chapter 13: End of scheme |
| Chapter 7: Participation quota | |

Now includes

An insert detailing the October 2011 changes to the prescribed management rules has now been included in the *Sectional Title Survival Manual*.

Praise for the *Sectional Title Survival Manual*

"A superb practical guide for the solutions of problems encountered in sectional titles!" - Professor C.G. van der Merwe

"Authoritative, yet written in plain understandable English, this book is an important reference for trustees and managing agents." - Dr Gerhard Jooste, National Association of Managing Agents chairperson



How to register:

Four-step registration process

1. Visit www.paddocks.co.za.
2. Click "Sectional Title Survival Manual" on the left menu and then click "Order Online".
3. Complete the online order form.
4. You will receive confirmation of registration by email within 24 hours.

Payment details:

The price of the English or Afrikaans manual is **R295.00** each, including **FREE DELIVERY** (in South Africa only) for up to four books!

Non-South African customers should contact Paddocks for payment details.

Courier options:

1. Counter-to-counter courier option – R80.00
2. Counter-to-door courier option – R120.00

Please note that the above courier costs are for orders of up to 2 manuals.

Paddocks accepts payments by direct deposit, electronic funds transfer (EFT) and credit card (Mastercard and Visa). If you opt to pay by credit card, you will be contacted by phone to obtain your credit card details. If you opt to pay by direct deposit or EFT, you are required to use your **name and surname** as a reference.

Banking details:

Account Name: Paddocks Publishing
Bank: Standard Bank
Branch: Constantia
Branch code: 025309
Account number: 072541687

Contact details:

Should you have any queries, please contact Emma at Paddocks:

Contact: Emma
Tel: 021 447 4130
Fax: 021 447 8344
Email: emma@paddocks.co.za

Orders will be processed within one working day.

Please note: Orders by courier take 1 to 3 days to be delivered. All orders by other delivery methods can take up to 3 weeks to be delivered.