

Kent Law Society

Ian Quayle presents:

Residential Conveyancing Training Course for Support Staff

A weekly one-hour webinar, over 12 weeks

Ian will give an in-depth examination of the law and procedure in the conveyancing process.

The course is designed for secretarial staff, paralegals, conveyancing support staff, and qualified lawyers wanting to retrain in residential conveyancing and anyone engaged in the residential conveyancing process – who needs or desires an insight into the mechanics and legal principles involved in modern residential conveyancing.

The course will be delivered by 12 one-hour webinars together with a conveyancing manual. Webinars will be recorded and will be available to delegates for the duration of the course.

Extensive notes will be provided in the form of a residential conveyancing manual.

The course will be prepared and delivered by Ian Quayle of IQ Legal Training Limited.

Webinar 1: Introduction 6.5.21 1pm-2pm

Getting started

Taking instructions, money laundering, dealing with residential clients

Webinar 2: Acting for the Seller 13.5.21 1pm-2pm

Obtaining and checking the title, dealing with the TA forms and drafting the contract, preparing the contract bundle

Webinar 3: Acting for the Buyer 20.5.21 1pm-2pm

Checking the contract bundle, searches, enquiries, client inspection, and acting for lenders

Webinar 4: Exchanging Contracts 27.5.21 1pm-2pm

Preparing for Exchange, the mechanics of exchange, protecting the contract

Webinar 5: Preparing for Completion 3.6.21 1pm-2pm

Acting for the seller – completing TA13, approving the transfer, preparing completion statements, dealing with notices and restrictions

Webinar 6: Acting for the Buyer 9.6.21 1pm-2pm

Acting for the buyer – drafting the transfer, pre-completion searches, dealing with the lender, preparation of completion statements and advising the client

Webinar 7: Completion and Completion Day Problems 17.6.21 1pm-2pm

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

Webinar 8: Post Completion 1.7.21 1pm-2pm

Acting for the seller – discharging charges, compliance with undertakings

Acting for the buyer – SDLT returns, registration of dispositions

Webinar 9: Land Registration Issues 8.7.21 1pm-2pm

Boundaries, notices, restrictions, adverse possession and problem areas

Webinar 10: Residential leases 10 15.7.21 1pm-2pm

An overview of leasehold transactions

Webinar 11: Residential Leases 2 22.7.21 1pm-2pm

Leasehold enquiries, service charge issues, key clauses in residential leases

Webinar 12: Drafting Residential Conveyancing Documentation 29.7.21 1pm-2pm

Drafting contracts, transfers and leases

Venue: Zoom

CPD: 12 hours (one hour once a week)

Fee: £200 plus VAT for all twelve weekly webinars