

NOTICE AND REGISTRATION FORM



Paddocks

University of Cape Town Department of Construction Economics & Management

in conjunction with

Paddocks

presents the

SECTIONAL TITLE DEVELOPER COURSE

The University of Cape Town, Department of Construction Economics & Management, in conjunction with Paddocks Learning is pleased to offer the **Sectional Title Developer 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 three-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 actual developers themselves. The course is compiled and presented by sectional title specialist Prof. Graham Paddock, sectional title accountant Clint Riddin and their team.

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.

Graham wrote the courseware for and lectures on the University of Cape Town Certificate courses for Sectional Title Scheme Management and Sectional Title Specialist Realtor. He and other Paddocks employees deliver the Property Law module of the M.Sc. (Property Studies) course offered by the University of Cape Town's Construction Economics and Management Department.

Clint Riddin: Clint is a member of the South African Institutes 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 agents in South Africa and is an acknowledged expert in scheme bookkeeping and finances.

What does the course cover?

The course is divided in 12 parts as detailed below:

- 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

Please refer to page 5 of this document for a detailed view of the course contents.

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 e-mail account and the ability to read documents in Adobe PDF (Portable Document Format).

Course format and dates:

The course will be presented in a classroom environment only through a combination of lectures and group tasks. The course will be presented in Cape Town at the Kelvin Grove Club on the following dates:

Monday 6th October 2008

Tuesday 7th October 2008

Wednesday 8th October 2008

Lectures will be presented for three full days from 8:30am and continue until 4:30pm each day. All teas and lunches are included as well as a complimentary dinner for all delegates on the Monday evening. Partners are welcome to attend the dinner at an additional fee of R250.

Course fee:

R7,500.00 (excl. VAT), which includes all courseware, lectures and the delegate dinner on the Monday night.

Registration and enquiries:

Final date for registration and payment: **26 September 2008**

Please contact Christina at Paddocks:

Tel: 021 674 7818

Fax: 021 671 2596

E-mail: christina@paddocks.co.za

**REGISTRATION FORM:
UCT SECTIONAL TITLE DEVELOPER COURSE**

Final Date for Registration and Payment: 26th September 2008

Course Dates: 6th, 7th and 8th of October 2008

Please complete all sections in block capitals and return,

- by fax to **021 671 2596** OR
- by e-mail to christina@paddocks.co.za

STUDENT DETAILS:

SURNAME:

FIRST NAMES:

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: _____

WHAT IS YOUR ROLE IN SECTIONAL TITLE DEVELOPMENT:

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

Please indicate any specific dietary requirements:

Where did you hear about this course?

TRAINING AND EXPERIENCE:

Certificates relating to property obtained from tertiary institutions. Kindly indicate, in respect of each, the institution, the qualification and the date on which it was obtained:

FEES AND PAYMENT:

- The course fee is R8 550 including Value Added Tax.
- Should 5 students register from the same firm 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 contact Paddocks staff should you wish to purchase an additional dinner ticket.

CANCELLATIONS:

- (a) The final day for registration and payment is the **26th September 2008**.
- (b) Registrations cancelled in writing before **26th September 2008** will qualify for a refund of your payment, but you will be liable for a R600 plus VAT administration fee.
- (c) Places are limited and will be awarded on a first-come, first-served basis.

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

- | | |
|---|--|
| <input type="checkbox"/> Once off payment
(EFT, direct deposit or credit card (straight or budget)) <ul style="list-style-type: none">• R8 550 on registration or by 26 September 2008 | <input type="checkbox"/> 2 month payment plan
(EFT or direct deposit) <ul style="list-style-type: none">• R4 400 on registration or by 26 September 2008• R4 400 by 6 October 2008 |
|---|--|

Please note: credit card payments attract a R320 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 then fax proof of payment to 021 671 2596.

- By credit card (VISA or Master Card only) – we will contact you to obtain your credit card details.

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

Signature of applicant

Date

Please refer to the mindmap below for an overview of the draft outline of the course contents.

