

RESIDENTIAL CONVEYANCING FOR SUPPORT STAFF (2 day course)

WEDNESDAY 9 AND THURSDAY 10 SEPTEMBER 2026 – 09:30 – 17:00

Registration:	09:00
Venue:	“The Bit on the Side”, Marsham Court Hotel, 3 Russell Cotes Road, Bournemouth BH1 3AB
Parking:	This is at the rear of the hotel (postcode BH1 3AU) and there is no parking charge. On arrival, please inform hotel reception of your car registration number and, when you leave, ask for the exit code to raise the exit barrier. Alternatively, there is parking at Berry Court in St Peter’s Road, Central Car Park in Upper Hinton Road or street parking around the hotel.
Cost:	£260 Solicitor member and non-member To include a two-course lunch and all refreshments each day
Booking Reference:	693
CPD:	6
SRA Competence:	B https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/competence-statement/

This two day course is designed for paralegals, conveyancing support staff, secretarial 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.

DAY 1

- **Getting started - Taking instructions, Money laundering, Dealing with residential clients.**
- **Acting for the Seller - Obtaining and checking the title, dealing with the TA forms and drafting the contract, preparing the contract bundle.**
- **Acting for the Buyer - Checking the contract bundle, searches, enquiries, client inspection, and acting for lenders.**
- **Exchanging Contracts - Preparing for Exchange, the mechanics of exchange, protecting the contract.**
- **Preparing for Completion - Acting for the seller - completing TA13, approving the transfer, preparing completion statements, dealing with notices and restrictions. Acting for the buyer – drafting the transfer, pre-completion searches, dealing with the lender, preparation of completion statements and advising the client.**
- **Completion and completion day problems - 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.**

DAY 2

- **Post Completion - Acting for the seller – discharging charges, compliance with undertakings. Acting for the buyer – SDLT returns, registration of dispositions.**
- **Land Registration Issues - Boundaries, notices, restrictions, adverse possession, and problem areas.**
- **Residential leases 1 - An overview of leasehold transactions.**
- **Residential Leases 2 - Leasehold enquiries, service charge issues, key clauses in residential leases.**
- **Drafting Residential Conveyancing Documentation - Drafting contracts, transfers and leases.**
- **Avoiding Negligence Claims - Tips and traps for the unwary.**

Extensive notes will be provided and time allocated for delegate questions.

Speaker Profile:

This webinar will be presented by **IAN QUAYLE**. Ian qualified as a solicitor and worked in private practice for 12 years specialising in property law matters. Since 1998 he has worked as a consultant for national housebuilders, national and international property developers in relation to all aspects of property, landlord and tenant law with a particular interest in defective title issues – and also for the last 13 years he has worked as a legal trainer specialising in property law with and for national and international firms providing property law training. He has also spoken at numerous property law conferences. He is currently working on a number of projects including soft skills for property lawyers and artificial intelligence and property law.



Please book online at:

<https://www.bournemouthlaw.com/bournemouth-district-law-society-lectures>

Course Notes: For environmental reasons, BDLS will no longer be providing printed course notes at lectures. Lecture notes will be emailed to delegates in advance for either printing or accessing via their laptop or alternative device on the day.

Payment for lectures: Please be aware that payment must be received at the office **before** the lecture takes place. Course bookings will only be confirmed upon payment. No refunds within 7 days of the course.