

# DIPLOMA CENTRE

## Certificate in Property Law & Conveyancing for Legal Executives



### MODULE 1: INTRODUCTION TO PROPERTY LAW

SESSION 1	TIME	DELIVERY
<b>Saturday 28 January 2023</b>	<b>10am– 12:30pm</b>	<b>Onsite</b>
<ol style="list-style-type: none"> <li><b>1 Introduction to land law:</b> The nature of land law; Introduction to the policy goals of land law.</li> <li><b>2 The historical background:</b> Evolution and development.</li> <li><b>3 The modern position:</b> Governing legislation and case law. <i>Gabriel Brennan, Solicitor, Law Society of Ireland</i></li> </ol>		

**2hrs. Gen. CPD**

SESSION 2	TIME	DELIVERY
<b>Saturday 28 January 2023</b>	<b>1:00pm – 3:30pm</b>	<b>Onsite</b>
<ol style="list-style-type: none"> <li><b>1 Doctrine of estates and ownership of title:</b> A look at how rights attach to land and how this is governed in Ireland.</li> <li><b>2 Lexicon of key terminology:</b> An introduction into the dictionary of terms that you will need to familiarise yourself with in relation to the conveyancing process.</li> <li><b>3 Rationale for conveyancing process:</b> Introduction to core documentation and challenges in practice. <i>Gabriel Brennan, Solicitor, Law Society of Ireland</i></li> </ol>		

**2hrs. Gen. CPD**

### MODULE 2: CONVEYANCING TRANSACTION OVERVIEW

SESSION 3	TIME	DELIVERY
<b>Tuesday 31 January 2023</b>	<b>6:00pm – 8:00pm</b>	<b>Online</b>
<ol style="list-style-type: none"> <li><b>1 Steps in the conveyancing transaction:</b> A guide in the steps from pre-contract stage to formalizing the contract and completion of sale.</li> <li><b>2 File Management:</b> Codes of practice and pitfalls to look out for in dealing with the client and a conveyancing file.</li> <li><b>3 Managing your compliance obligations:</b> Section 150 Notice, GDPR, AML, taking up the Deeds/ certificate of title system.</li> </ol>		

**2hrs. Gen. CPD**

### MODULE 3: THE CONTRACT STAGE

SESSION 4	TIME	DELIVERY
<b>Tuesday 07 February 2023</b>	<b>6:00pm – 8:00pm</b>	<b>Online</b>
<ol style="list-style-type: none"> <li><b>1 Pre - Contract Investigation of Title:</b> Why investigate title? The documents you will encounter and the main points to note when you are reviewing a title.</li> <li><b>2 Contract of Sale/ Conditions for sale 2019:</b> A look at the standard form contract for sale and the conditions for sale that are contained therein.</li> <li><b>3 Requisitions on Title 2019:</b> A review of the 2019 version Requisitions on Title and their place in the investigation of title.</li> </ol>		

**2hrs. Gen. CPD**

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SESSION 5	TIME	DELIVERY
Tuesday 21 February 2023	6:00pm – 8:00pm	Online
<b>1 Workshop 1:</b> Problem questions based on modules 2 & 3  1 hr Gen. CPD & 1hr M&PD		

### MODULE 4: DISTINCT AREAS OF CONVEYANCING PRACTICE

SESSION 6	TIME	DELIVERY
Tuesday 07 March 2023	6:00pm – 8:00pm	Online
<b>NEW DEVELOPMENTS</b> <b>1 Contract Documentation and Deposits:</b> A review of Contracts for Sale for New Houses, Building Agreements, Deposits and The HomeBond scheme.  <b>2 New House Documentation:</b> Booklets of Title, Closing Documentation, Stamp Duty on New Houses and the Multi-Unit Development Act, 2011.		

2hrs. Gen. CPD

SESSION 7	TIME	DELIVERY
Tuesday 14 March 2023	6:00pm – 7:00pm	Online
<b>MORTGAGES AND DEALING WITH BANKS</b> <b>1 What is a mortgage?</b> Dealing with a lending institution, accountable trust receipt, types of mortgage, mortgage documentation – navigating a mortgage deed a mortgage deed, certificate of title, undertakings, special conditions re: mortgages, discharging a mortgage on title prior to completion of sale.		

2hrs. Gen. CPD

SESSION 8	TIME	DELIVERY
Tuesday 21 March 2023	6:00pm – 8:30pm	Online
<b>FAMILY LAW DECLARATIONS</b> <b>1 Family Law Declarations:</b> The protection of spouses and civil partners -the introduction of the Family Home Protection Act, 1976 and subsequent legislation. The meaning of a family home, shared, home, civil partner, co-habitant. A look at the different precedents and which one is necessary in a given situation. Execution of Family Law Declarations.		

<b>2 Workshop 2:</b> Problem questions based on module 4  1hr Gen. CPD & 1hr M&PD		
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### MODULE 5: CLOSING AND POST COMPLETION

SESSION 9	TIME	DELIVERY
Tuesday 28 March 2023	6:00pm – 8:00pm	Online
<b>1 Closing Documentation -</b> Acting for the Vendor and the Purchaser, Contract For Sale – documents schedule and special conditions, Requisitions on title- Requisition 44, security documentation, undertakings, completion notices.		

2hrs. Gen. CPD

SESSION 10	TIME	DELIVERY
Tuesday 18 April 2023	6:00pm – 8:00pm	Online
<b>1 Lodging applications with the PRA:</b> Background, statistics and rejection policy; An introduction to the on-line video tutorials on the PRA website. Use of landdirect.ie and lodging an eForm 17 and Electronic Fund Payments , Re registered titles the most common queries that occur with registered title applications		

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our mapping requirements.

- 2 **First Registration** - documentary title; errors re-forms, documents, maps etc. re Form 1, 2 & Form 3 applications, adverse possession cases – errors re preparation of documents to be lodged – Form 5 checklist.

### 2 hrs. Gen. CPD

SESSION 11	TIME	DELIVERY
Tuesday 25 April 2023	6:00pm – 8:00pm	Online
1 <b>Taxation and stamping:</b> A look at the various taxes and charges that can attach to the sale of a property to include: Stamp Duty, Capital Acquisitions Tax, Capital Gains Tax, The Local Property Tax, NPPR, Household charge, water charges.		

### 2 hrs. Gen. CPD

SESSION 12	TIME	DELIVERY
Tuesday 02 May 2023	6:00pm-8:00pm	TBC
1 <b>Workshop 3:</b> Problem questions based on module 5		

### 1 hr Gen. CPD & 1 hr M&PD

**ASSIGNMENT DUE DATE: 5pm Thursday 01 June 2023**

Please note that topics, dates and delivery format may be subject to change. Draft timetable as of November 2022

\* Gen = General, M&PD = Management and Professional Development, Reg = Regulatory and eLearning = eLearning CPD credits. **CPD Note:** The number of hours of CPD that you may claim in relation to your diploma/certificate course will depend on the way in which you access each of the individual sessions. For further information please visit the course homepage on our website: [www.lawsociety.ie/diplomacentre](http://www.lawsociety.ie/diplomacentre)