



1 COURSE OUTLINE

Course: Conveyancing Made Simple

Contact Hours: 24 Contact Hours

Pre-requisite: None

1.1 Abstract

This course is essential for anyone seeking to understand or beginners currently engaged in the conveyancing process in Trinidad & Tobago.

It will provide an overview of the process involved in buying property in Trinidad and Tobago as well as new developments within the field of conveyancing. The course will provide participants with a broad background on key topics and will inform on additional sources to investigate issues further.

The course will provide guidance on the elements of title as well as the components and various types of deeds and instruments.

There will be eight three-hour sessions offering a mix of lecture and practical work, with a primary focus on information gathering and analysis. The emphasis will be on providing a framework within which information can be gathered and understood rather than on “fact teaching.”

1.2 Target Audience

Real estate agents; persons who want to become paralegals or improve their paralegal skills; persons who are interested in conveyancing; as well as credit union officers and loan officers.



1.3 Learning Outcomes

At the end of the course, participants will be able to:

Draft basic agreements;

Articulate the role and importance of investigations on title and explain how the information derived from the search is used to advise on title;

Detect errors in title or in a deed;

Understand the steps to take a conveyancing/mortgage transaction from the beginning to the end;

Identify and distinguish between different types of deeds/instruments;

Understand the requirements when transferring/ purchasing /mortgaging property (this includes personal mortgages);

Identify and Analyse documents relevant to conveyancing transactions (including mortgages) such as Letters of Offer, Survey Plans, Grants of Probate & Letters of Administration;

Understand estate matters and how title is passed in circumstances where parties die;

Distinguish between Tenancy Agreements /Leases/ Rent to own arrangements/ and Licences to occupy; and

Appreciate the remedies available for breach.