**TEMASEK POLYTECHNIC**

**SCHOOL OF BUSINESS - DIPLOMA IN LAW & MANAGEMENT**

**CONVEYANCING LAW & PRACTICE**

AY 2022/23 October Semester

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| **LAB**  **1a**  **REAL 1:1** | Draft Attendance Note  Salient Points for Sale & Purchase of Property  Important Terms of an Option to Purchase |
|  | Week Beginning: 17 Oct 2022 |
| **OBJECTIVES** | By the end of the lesson, you will be able to:   * watch a video and write notes of the video meeting. * explain the salient terms of an Option to Purchase. * describe the Conveyancing process. * explain the procedures, time frames and consequences involved in the exercise of an Option to Purchase. |

**Activity 1: Introduction**

Your tutor will introduce and go through the requirements for the lab sessions.

You should have the following with you:

i) Yellow File;

ii) Checklist;

iii) Marking Scheme;

iv) STARS Title Search; and

v) Restriction.

**Activity 2: Meeting the Client (1st Deliverable: 10 marks)**

You have just been instructed to act for the purchaser in the purchase of 64 Jasmine Drive Singapore.

Your client comes to your office for the first meeting with your lawyer and you have been asked to sit in the meeting to take notes.

You should have the following with you:

i) Draft Option to Purchase;

ii) Tenancy Agreement; and

iii) Attendance Note Template.

The following are the instructions given to you:

**“You are a paralegal, sitting in on a meeting with the purchaser client. You are required to take attendance notes at this meeting. An Attendance Note is a summary of the important information and points of client’s instructions that you need to act upon. Use the “Attendance Notes” template. Your Attendance Note will have to be submitted as your 1st deliverable for REAL Project 1:1a.”**