

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: _____
CONTRACTS AND TITLE SEARCHING

CODE NO.: _____ SEMESTER: _____
BUS220 FOUR

PROGRAM: _____
OFFICE ADMINISTRATION - LEGAL

AUTHOR: _____
PHIL LEMAY

DATE: _____
JANUARY, 1995

PREVIOUS OUTLINE
DATED: _____
JANUARY, 1994

New: X Revision: _____

APPROVED: _____ DATE _____
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

CONTRACT AND TITLE SEARCHING

BUS220

COURSE NAME

COURSE CODE

I. PHILOSOPHY/GOALS:

The purpose of this subject is to provide the student with an understanding, knowledge and content, terminology, and procedures involved in the initial stages of the real estate contract.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon completion, the student should be able to:

1. Explain the contents and significance of relevant legal documents.
2. Illustrate the various land divisions in Ontario.
3. Distinguish between the two main land registration systems.
4. Explain the purpose of property searches.
5. Plot and sketch basic land descriptions.
6. Name the main documents that may be registered.
7. Explain the steps in a basic search.
8. Name and briefly explain the main relevant legislation affecting registration and searching.
9. Execute a basic search of the Land Titles and Registry Office.
10. Prepare a basic abstract of search.

III. TOPICS TO BE COVERED:

- a) The basic real estate listing contracts.
- b) Agreement of purchase and sales; its content & significance
- c) Land divisions and descriptions in Ontario
- d) Types of land registration systems in Ontario
- e) Legislation relevant to searching
- f) Types of registered documents
- g) Searching, purpose and basic steps of a 40 year search

IV. LEARNING ACTIVITIES/RESOURCES

A) Basic Real Estate Listings:

Learning Activities

Listen to the professor's explanations of the various kinds of listings.

Review two contracts

Discussion of the advantages and disadvantages

Read Articles

Resources:

Overheads

Articles distributed in class and read by students

Sample contracts

B) Agreement of Purchase and Sale; Its Content and Significance:

Learning Activities

Listen to the professor's explanations

Review and analyze and complete a sample document

Read assigned chapters in preference text

Read articles

Discussion on significance

Resources:

Overheads

Sample documents

Text

C) Land Divisions and Descriptions in Ontario:

Learning Activities

Listen to professor's explanations of the present system

Plot and draw or sketch to scale several property descriptions

Read text

Read articles

Discussions

Resources:

Overheads

Sample Property Descriptions and Diagrams

Text

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D) Types of Land Registration Systems in Ontario:

Learning Activities

Listen to explanation of differences
Visit to Registry Office
Discussions

Resources

Overheads
Title's Office
Text

E) Legislation Relevant to Searching:

Learning Activities

Listen to professor's identifications and explanations
Read relevant chapters in text
Discussion of various statutes

Resources

Overheads
Text
The Revised Statutes of Ontario 1990

F) Types of Registered Documents:

Learning Activities

Listen to professor's explanations
Identify, review and analyze documents
Discussions regarding significance
Read Text

Resources

Overheads
Sample Documents
Text

G) Searching Purpose and Basic Steps

Learning Activities

Listen to professor's explanations
Analyze sample registry abstracts
Report verbally on the above
Execute an in-class search of a specific property
Prepare and submit abstract of search
Execute a simple search at the Registry and Land Titles Office

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Resources
Overheads
Sample abstract pages
Documents regarding specific properties
Sample abstracts of search
Land Titles Office

V. METHOD OF EVALUATION:

Tests (seven) (True/False & Multiple Choice)	50%
Assignments (2)	50%
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	100%

VI. RESOURCE MATERIALS:

- A) *Texts placed in Library on reserve
Real Estate Practice in Ontario; by Donohue and Quinn
Title Searching in Ontario, by J. Globe
(*NOTE: Students not required to purchase)
- B) Documents distributed in class
- C) Articles distributed in class
- D) Overhead Transparencies

VII. SPECIAL NOTES:

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he deems necessary to meet the needs of students.