Contract Forms and Addenda (RELE 1300)

Credit: 3 semester credit hours (3 hours lecture)

Prerequisite/Co-requisite: None

Course Description
Promulgated Contract forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms.

Required Textbook and Materials
1. Texas Promulgated Forms by Peggy Santmyer, Contributing Author. Published by DF Institute, Inc., d/b/a Dearborn Real Estate Education.

Course Objectives
Upon completion of this course, the student will be able to:
1. Describe The Broker-Lawyer Committee, including composition and purpose. (SCANS: C6, F2, F7)
2. Demonstrate that a given action or statement constitutes the unauthorized practice of law and state the penalties for same. (SCANS: F2, F7)
3. Compare and contrast promulgated and approved forms. (SCANS: C7, C15, F2, F10)
4. Assess if the use of a form is within the Texas Real Estate Commission rules for use of forms. (SCANS: C5, C6)
5. Use correct forms for a given scenario; fill in the correct forms for a given scenario. (SCANS: C8, C16, C17, C18, C19, C20, F7)

SCANS Skills and Competencies
Beginning in the late 1980’s, the U.S. Department of Labor Secretary’s Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in What Work Requires in Schools. In its research, the Commission determined that “workplace know-how” consists of two elements: foundation skills and workplace competencies.
Course Outline

A. Contract Law Overview:
   1. Elements of a valid contract
   2. Valid/Void/Unenforceable/Voidable
   3. Executed an Executory contracts

B. Laws, Rules and Regulations
   1. Texas Real Estate License Act
   2. Unauthorized Practice of Law
   3. Use of Promulgated Forms

C. Parties, Property and the Money
   1. Information Needed to Complete Contract Forms
   2. The Heading; Parties; Property
   3. Sales Price; Financing

D. Covenants, Commitments and Notices
   1. Title Policy and Survey
   2. Property Condition
   3. Brokers Fee

E. Closing, Possession and More
   1. Possession
   2. Settlement and other expenses

F. The Remaining Promulgated Forms
   1. New Home Contracts
   2. Farm and Ranch Contracts
   3. Condominium Contracts

G. Promulgated Addenda and Other Forms
   1. Contract Addendum’s
   2. Noncontract Forms
   3. Summary

H. Other Real Estate Matters
   1. Real Estate Fraud
   2. Fair Housing Laws
   3. Disclosure of Aids or HIV-Related Illnesses

I. Practice Makes Perfect
   1. Transaction 1
   2. Transaction 2
   3. Transaction 3
   4. Transaction 4

Grade Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
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<td>80 – 89</td>
<td>B</td>
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<td>70 – 79</td>
<td>C</td>
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<td>60 – 69</td>
<td>D</td>
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<td>0 – 59</td>
<td>F</td>
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Course Evaluation

Final grades will be calculated according to the following criteria:
1. Class attendance, class Participation and pop quizzes 20%
2. Four (4) Unit Tests, 20% each 80%
Total 100%

Course Requirements
1. Satisfactory exam grades
2. Satisfactory attendance

Course Policies
1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.

3. Do not bring children to class.

4. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of ‘0’.

5. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an ‘F’ in the course.

6. Additional class policies as defined by the individual course instructor.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Reference</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Course introduction and Chapter 1: Contract Law Overview</td>
<td>pp. 1 - 11</td>
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<tr>
<td>Week 2</td>
<td>Chapter 1: Continued</td>
<td>pp. 1 - 11</td>
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<tr>
<td>Week 3</td>
<td>Chapter 2: Laws, Rules and Regulations</td>
<td>pp. 12 - 24</td>
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<tr>
<td>Week 4</td>
<td>Chapter 2: Continued</td>
<td>pp. 12 - 24</td>
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<tr>
<td></td>
<td>Test #1: Chapters 1 &amp; 2 Date: 2/7/13</td>
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<tr>
<td>Week 5</td>
<td>Chapter 3: Parties, Property and the Money</td>
<td>pp. 25 - 56</td>
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<td>Week 6</td>
<td>Chapter 3: Continued</td>
<td>pp. 25 - 56</td>
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<tr>
<td>Week 7</td>
<td>Chapter 4: Covenants, Commitments and Notices</td>
<td>pp. 57 - 80</td>
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<td>Week 8</td>
<td>Chapter 4: Continued</td>
<td>pp. 57 - 80</td>
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<tr>
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<td>Test #2: Chapters 3 &amp; 4 Date: 3/7/13</td>
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<td>Week 9</td>
<td>Spring Break: 3/11/13 thru 3/15/13</td>
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<td>Week 10</td>
<td>Chapter 5: Closing, Possession and More</td>
<td>pp. 81 - 116</td>
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## Week of Topic Reference

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<tr>
<td>Week 11</td>
<td>Chapter 5: Continued</td>
<td>pp. 81 - 116</td>
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<td>Chapter 6: The Remaining Promulgated Forms</td>
<td>pp. 117 - 165</td>
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<td>Week 12</td>
<td>Chapter 6: Continued</td>
<td>pp. 117 - 165</td>
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<td>Week 13</td>
<td>Chapter 6: Continued</td>
<td>pp. 117 - 165</td>
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<td>4/11/12 - - All College Day – No Classes</td>
<td>pp. 117 - 165</td>
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<tr>
<td>Week 14</td>
<td>Test #3: Chapters 5 &amp; 6 Date: 4/16/13</td>
<td>pp. 166 - 194</td>
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<td>Chapter 7: Promulgated Addenda and Other Forms</td>
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<td>Week 15</td>
<td>Chapter 8: Other Real Estate Matters</td>
<td>pp. 195 - 201</td>
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<td>Chapter 9: Practice Makes Perfect</td>
<td>pp. 202 - 257</td>
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<td>Week 16</td>
<td>Chapter 9: Continued Last Class Day: 5/2/2013</td>
<td>pp. 202 - 257</td>
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<td>Week 17</td>
<td>Test #4: Final Exam – Chapters 7, 8 &amp; 9 Week of 5/6/13 – 5/9/13 Date: TBD</td>
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LIT Graduation: 5/10/13

### Contact Information:

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**Office Hours:** TBA