



**EFFECTIVE: SEPTEMBER 2005**  
**CURRICULUM GUIDELINES**

**A.** Division: **Instructional** Effective Date: September 2005

**B.** Department / Program Area: **Commerce & Business Admin/ Office Administration** Revision  New Course

If Revision, Section(s) Revised:  
 Date of Previous Revision:  
 Date of Current Revision:

**C: OADM 1436** **D: Conveyancing Procedures II** **E: 1.5**

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Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description:		

**M:**

## Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. Define strata property.
2. Recognize the GST and GST rebate requirements for the conveyance of new or substantially renovated property.
3. Describe the situations where builder's liens may arise and the procedures required obtaining their discharge.
4. Calculate additional adjustments or amounts required to create Statements of Adjustments, Trust Reconciliation, and Statements of Account for a financed conveyance.
5. Translate an understanding of transactions involving a purchaser financing a purchase by creating correspondence and documents relating to a financed purchase inclusive of all procedures from file opening to file closing.
6. Calculate Authority to Pay for vendors and mortgagors.
7. Translate an understanding of transactions involving a vendor selling property by creating correspondence and documents relating to a sale inclusive of all procedures from file opening to file closing.
8. Translate an understanding of mortgages involving a mortgagee lending a mortgage loan by creating correspondence and documents relating to the registering of a mortgage inclusive of all procedures from file opening to file closing.
9. Describe issues, rules and procedures involved when acting for both a purchaser and a mortgagee in the same transaction.
10. Translate an understanding of transactions involving acting for both a purchaser financing a purchase and a mortgagee giving the loan by creating correspondence and documents relating to a financed purchase inclusive of all procedures from file opening to file closing.
11. Translate an understanding of Manufactured Homes transactions by creating correspondence and documents relating to a purchase.
12. Observe professional standards in the maintenance and use of checklists.

**N:** Course Content:

- 1) Concepts for a financed purchase of new strata property
  - a. Strata property
    - i. Strata corporation
    - ii. Unit entitlement
    - iii. Maintenance fees
  - b. Net proceeds of mortgage loan
  - c. GST and GST Rebates
  - d. Builder's Liens
- 2) Procedures for a financed purchase of new strata property
  - a. Information gathering
    - i. Mortgagee particulars
    - ii. w 10.02e
    - iii. Additional iEMC nformation for Property Transfer Form
    - iv. GST Rebate calculations
  - c. Statement of Tc 0 6(Ad)-5(ju)-5(stm)10(e)-1(n)-5(t)1(s an)-5(d Tru)-5(s)-2(t Recon)-5(c)-1(i)7(liatio)-5(n)
    - i. Undertakings for mortgagee
    - ii. sequence ET registering LTO docuEMC ents

