



**Business Center of Excellence  
Real Estate Department**

<http://www.hccs.edu/programs/areas-of-study/business/real-estate/>

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**RELE 1200: Contract Forms and Addenda | Lecture | #12197**  
Spring 2019 | 4 Weeks (Jan 14, 2019-Feb 10, 2019)  
| Online |  
2 Credit Hours | 36 hours per semester

**Instructor Contact Information**

Instructor:	Joe Irwin	Office Phone:	713-718-5139
Office:	West Loop	Office Hours:	M 10:00 AM – 1:00 PM
HCC Email:	<a href="mailto:joseph.irwin@hccs.edu">joseph.irwin@hccs.edu</a>	Office Location:	C- 154

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

**Division Chair: Ken Hernandez, 713 718-2468, [kenneth.hernandez@hccs.edu](mailto:kenneth.hernandez@hccs.edu)**

**Division Administrative Asst: Lyssa Wilson, 713 718-5125, [Melissa.wilson3@hccs.edu](mailto:Melissa.wilson3@hccs.edu)**

**Program Chair: Juan Crawford: 832 443-7797, [juan.crawford@hccs.edu](mailto:juan.crawford@hccs.edu)**

The best way to contact me is through the Canvas email (inbox) I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**What's Exciting About This Course**

This is probably the most practical course you will take in the real estate curriculum. By the time you finish the class you will know all of the information you need to complete the contract forms you will be using every day in the real estate profession.

**My Personal Welcome**

Welcome to Real Estate Contract Forms and Addenda—I'm delighted that you have chosen this course. The fastest way to reach me is by Canvas email followed by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding of the real estate profession. So please visit me or contact me whenever you have a question.

## Prerequisites and/or Co-Requisites

There are no prerequisites in order to take this course. You might perform better in the class if you have already completed Real Estate Principles or Law of Contracts. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Eagle Online Canvas Learning Management System

This section of RELE 1200 will use [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. **There are online quizzes and assignments contained in the course. Please submit your two contract case studies through the "Assignments" tab.**

You will probably do most of your work from your home computer but HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

### HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

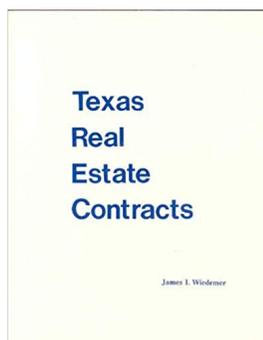
### Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Textbook Information



The textbook listed below is **required** for this course. **"Texas Real Estate Contracts"** (2018/2019) edition by James Wiedemer (Ivy). ISBN: 2816000147380

It is found at the [HCC Bookstore](#). The book is also available at the Houston Association of Realtors bookstore. Order your book here: [HCC Bookstore](#)

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

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

### Core Curriculum Objectives (CCOs)

RELE 1200 satisfies the real estate department requirement in the TREC sales agent's licensing courses. The HCCS Real Estate Discipline Committee has specified that the course address the following core objectives:

Workplace Competencies - Information - Acquires & Evaluates

Foundation Skills - Thinking -Reasoning Online Case Studies, online quizzes, reading assignments in the textbook.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<http://www.hccs.edu/programs/areas-of-study/business/real-estate/>

### Course Student Learning Outcomes (CSLOs)

Upon completion of RELE 1200, the student will be able to:

1. ***Describe the Broker-Lawyer Committee, including composition and purpose;***
2. ***Demonstrate that a given action or statement constitutes the unauthorized practice of law and state the penalties for same;***
3. ***Compare and contrast promulgated and approved forms; assess if the use of a form is within the Texas Real Estate Commission rules for use of forms; and***
4. ***Utilize correct forms for a given scenario.***

### Learning Objectives

See above.

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 60% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Written Assignment

**Case studies: The first half of the contract is "Case One" (fill in the first 12 paragraphs and email by 1/24. 2nd half of the contract and two addenda are "Case Two" due by 2/4. Turn in using Canvas assignment submission or by email: The first submission must include a single .pdf attachment and the second must include three .pdf attachments. Use Nitro Reader or similar .pdf editor to fill out the form. Google Chrome also works if you print the completed form to .pdf.**

## Exams

**Midterm and Final: The midterm will be online 1/25 - 1/27. The midterm covers chapters 1-12 as well as the law of contracts material at the beginning of the text. The midterm has 77 multiple-choice questions and counts for 20% of your final average. The final is also multiple choice and has 61 questions. It counts 50% of your final grade**

## In-Class Activities

**There are two review sessions on the Monday evenings before each of the two major exams. Students are expected to have completed all of the chapter quizzes in order to participate. You will receive an announcement with details. Please make sure you enable your microphone during the session. It is interactive.**

### Final Exam (see the end of this syllabus for additional testing info.)

**The final covers the entire textbook at the West Loop campus C.153; 2/8 and 2/9, The Friday exam is between 4 PM and 7 PM and Saturday from 10 – 1. The exam will be administered online but will only be available through the computers in the West Loop real estate classroom. Student who wish to take the exam in an out-of-town testing center must arrange for the proctor to email me through their institutional email address, requesting the pass code for the exam on or before 1/28. Make up exams are by appointment only. To receive an "I" in this course you must have a form filled out in advance and provide evidence of a medical emergency. If you wish to appeal your grade you have 15 days from the class end-date to do so. Students who fail to complete any assignments, quizzes or exams after 1/30 will be given a grade of "FX".**

Midterm	20%
Case Studies	30%
Final Exam	50%

## Grading Formula

Grade	Percent
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	<60

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic/What's due
1		Law of Contracts (first forty pages) and Chapters 1 – 6
2		Chapters 7 – 12 and the midterm exam Case one due
3		Chapters 13 – 18 & midterm exam Withdrawal deadline 1/30

4		Chapters 19 – 24 and Addenda (last half of the book) Case 2 due. Last Friday and Saturday of the course – on-campus final
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### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

**Late assignments will be awarded a one letter grade penalty. Each assignment counts 15% of your final average. If an assignment is missed a zero will be averaged into the final grade.**

### Academic Integrity

#### Scholastic Dishonesty

**Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.**

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### Attendance Procedures

**Students must log in to the course in the first three days or they will be counted absent. Absentees will be dropped by the system within a week or so of the absences.**

### Student Conduct

Houston Community College views college-level students as adults who subscribe to a basic standard of conduct, which requires that they not violate any municipal, state or federal laws. Furthermore, no student may disrupt or otherwise interfere with any educational activity or fellow students' right to pursue academic goals to the fullest in an atmosphere appropriate to a community of scholars. Any student failing to abide by appropriate standards of conduct during scheduled college activities may result in disciplinary action. Students suspected of violating the student code of conduct will be subject to the disciplinary process. Students have the right to due process.

### Instructor's Course-Specific Information

Assignments will be graded within 48 hours of submission.

## Electronic Devices

Electronic devices are not allowed in the final exam testing room. Make sure your phones are powered down and put away.

## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

## EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main  
 (713) 718-8271  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### Department Chair Contact Information

**Division Chair: Ken Hernandez, 713 718-2468, [kenneth.hernandez@hccs.edu](mailto:kenneth.hernandez@hccs.edu)**

### Contract Law Overview

Unauthorized Practice of Law  
 Elements of a Valid Contract Valid/Void/Unenforceable/Voidable Executed and Executory  
 Contracts Bilateral vs. Unilateral  
 Reasonable Time vs. Time is of the Essence Amendments and Addenda  
 Performance of a Contract  
 Statute of Limitations  
 Reasons for Termination

## **Laws, Rules and Regulations**

*Broker-Lawyer Committee; Commission rules governing use of forms*

Texas Real Estate License Act

Unauthorized Practice of Law, Examples of Common Mistakes The Broker-Lawyer Committee

Use of Promulgated Forms

Presenting Offers and Multiple Offers

When does the Offer Become a Contract?

## **Parties, Property and Financing**

*Current promulgated forms*

Information Needed to Complete Contract Forms (including financing costs)

Title Commitment, Title Policy & Endorsements

## **Covenants, Commitments and Notices**

*Current promulgated forms; Commission rules governing use of forms*

Earnest Money Requirement

Review Elements & Practice 1-4 Family Residential Contract (Resale), Non-Realty Items

Addendum

Review Elements & Practice Third Party Financing Addendum & Loan Assumption Addendum

Review Elements & Practice Seller Financing Addendum

Option Fee Requirement

Survey

## **Closing, Possession and More**

*Current promulgated forms; Case studies*

Seller's disclosure of Lead Paint

Closing Paragraph & Buyer's Possession Paragraphs in Contract

Affidavit & Notice to Prospective Buyer

Property Condition: Inspection, Acceptance,

Repairs

Environmental Assessment & Threatened or

Endangered Species & Wetlands Addendum Residential Service Contract

Special Provisions

Seller's Temporary Lease Form & Buyer's Temporary Lease Form

Settlement & Other Expenses

Prorations, Casualty Loss, Default & Mediation of Contract

## **The Remaining Promulgated Forms**

*Current promulgated forms; Case studies*

Overview of Forms

Escrow Provisions

Other Contract Provisions

Executing the Contract & Finalizing the Agreement

Case Study/Workshop

Differences Between 1-4 Family Residential Contract & Other Contracts

Residential Condominium Contract

Farm and Ranch Contract

Unimproved Property Contract

Addendum for Sale of Other Property by Buyer New Home Contracts

## **Promulgated Addenda, Notices and Other Forms**

Addendum for Back-Up Contract

Addendum for Reservation of Oil, Gas & Other Minerals

Addendum for Property Located Seaward of the Gulf

Intracoastal Waterway, Addendum for Coastal Area Property

Buyers Termination of Contract

Mutual Termination of Contract

Addendum for Property Subject to Mandatory Membership in an Owner's Association Short Sale Addendum

Noncontract Forms:

### **Other Real Estate Matters**

Real Estate Fraud

Promulgated Resale Certificates

Consumer Information Form

Information About Brokerage Services Form

Non-Realty Items

Broker's Fees

Fair Housing Laws

Other Disclosures (Required, Permitted, Prohibited) Review Occupancy Standards

### **Practice Makes Perfect**

*Case studies involving use of forms*

Group Work Shop/Case Study/Discussion

## **Additional Information about the Final Exam**

### **TREC requirements**

The Texas Real Estate requires proctored (monitored) final exams for all of the pre-licensing courses.

### **Location including room info**

The exam is administered in Room C-153 in the northeast corner of the West Loop campus.

Park in the lot behind the parking garage and enter through the back entrance where you will see the sign-in table.

Note: there is another room 153 that is not for RE testing

The exam is password protected so you will not be able to take the exam at home.

### **Closed book/notes**

You will not be able to look up any answers in your textbook or your notes. You will also not be allowed to open any other pages on your browser beside your exam.

### **Cutoff/arrival times**

The Friday exam is from 4 PM to 7 PM and the Saturday exam is from 10 AM to 1 PM.

The doors close at 7 on Friday and at 1 on Saturday and you will not be allowed to start your test after the cutoff times. Please arrive early. When taking more than one exam, the last exam must be begun prior to the last testing hour.

### **ID required**

Know your Canvas password!

You will be required to present a photo ID in order to take the exam.

### **Duration of exam**

You will have two hours to complete the exam but most students take considerably less time to complete their exams.

### **No bathroom breaks**

Please visit the facilities before you begin your exam.

Students will not be allowed to leave the testing room until they have completed their exam.

### **Off-site proctoring/deadline**

Students who are unable to take their exams during the scheduled time must arrange to take their exam at an approved testing center and have the proctor at that center contact your professor by email requesting a passcode for the exam.

The deadline for arranging for an off-site proctor is two weeks before the final exam weekend.

### **Cell phones/Tablets**

Cell phones and tablets, iWatches and other electronic devices must be powered down and put away during the exam. You will not be allowed to use your phone as a calculator.