HOW LEARNING TO PREPARE A REQUISITION LETTER

IS LIKE LEARNING TO DRIVE A CAR:

In my discipline it is crucial to create and send a “requisition letter” – a letter that goes to the lawyer for the sellers and lets them know what matters the buyer REQUIRES be completed before the buyer will complete the transaction.

Teaching students to write the letter is a bit like teaching students who have had in class driver’s ed to physically drive a car. In the driving example, there are many things that the novice driver will have been taught - that there is a speed limit, that you drive on a specific side of the road, that you use a gas pedal and a brake to start and stop, etc. If you ask them a question about any individual component they can answer it – but they haven’t yet developed the skill set to put all that information together and travel safely down the road.

To prepare a requisition letter students need to be able to read and understand the standard from agreement of purchase and sale, they must be able to obtain and read a title search and know what the information contained in the search means, and they must recognize what “standard” off title searches and inquiries are, and to be able to include in the requisitions those matters that need to be addressed by the buyer as set out in each of those documents. In other words, they have to draw on information they have learned over 2 courses and put it all together in this one document.

How can we help our students to be able to do this? I have 4 suggestions:

1. Ensure that they understand the purpose and significance of preparing a requisition letter – and what can happen if you neglect to provide a necessary requisition
2. Use a Mind Map to encourage them to think about the process and reasons for writing requisitions
3. Encourage students to use a check list (common in our industry) to ensure that they do not miss any requisitions
4. “Chunk it” – break the work down by the component parts – being the SOURCES of drawing the requisitions – ie, the Title Search, the Agreement of Purchase and Sale and any Off Title Searches