


Purchasing the OREA Standard Forms

Before you can purchase the OREA Standard Forms, you require an Advanced User Access (AUA)* account, and a lawyer to whom the OREA forms will be associated.

 **Note:** As required by OREA, each lawyer at a firm who would like to use the OREA forms is required to purchase a license.

To Sign up for an Advanced User Access Account



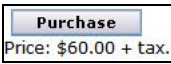
As part of the AUA account setup, a representative of the firm will have to agree to the [LDD Web Services Subscription Agreement](#). The Account Administrator will add authorized lawyers and system users.



- To sign up for an AUA account, click [here](#). After you generate and fax the [LDD Web Services Registration Form](#) to LawyerDoneDeal, an LDD representative will contact you to help you complete the AUA account registration process.

To Purchase the OREA Standard Forms


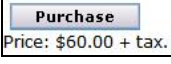
You can purchase the OREA forms in the following ways:



From RealtiWeb® - Ontario

- From any file within RealtiWeb - Ontario, click , and then click . A message will redirect you to the LDD WebDocumentServices window.
- From the LDD WebDocumentServices window, the system automatically selects the lawyer associated to the file you selected, (if you want to purchase the OREA forms for another lawyer at your firm, select the other lawyer first), and then click . The OREA forms subscription appears.

 **Note:** On the Terms of Use For OREA Forms subscription, ensure you click . To confirm the purchase, click **OK**. A message confirms that your purchase is processed and shows the expiry date.

From LDD WebDocumentServices™

- From the LDD WebDocumentServices window, sign in using your AUA account.
- On the OREA Standard Forms window, to select a lawyer, click  and select the lawyer, and then click . The OREA forms subscription appears.

 **Note:** On the Terms of Use For OREA Forms subscription, ensure you click . To confirm the purchase, click **OK**. A message confirms that your purchase is processed and shows the expiry date.

Need Help?

Call LDD support at 416-367-0600 or 800 363-2253.

** If you are currently using an LSUC ID to login, follow the instructions in the "To Purchase the OREA Standard Forms" section.*
Please note: An AUA account will soon be required to sign in and use the OREA forms.

Using OREA Forms in LDD WebDocumentServices™ vs RealtiWeb®

Subscribing to RealtiWeb gives you access to your paid OREA forms subscription and significantly greater functionality. The following is a feature comparison chart showing how the OREA forms work in LDD WebDocumentServices, as compared to the many benefits that are derived from producing OREA forms within RealtiWeb.

	
Data Entry	
<p>Each form is available for you to enter data field-by-field. Fields need to be re-entered if needed on another part of the same form or on another form.</p>	<p>One time entry of data in a file means you don't have to re-enter the same field more than once to print on any and all forms.</p>
Saving Forms and Making Changes	
<p>Only the latest version of each type of form in the system can be saved to the LDD database, no matter how many users are on the system.</p>	<p>Once your data is saved in the RealtiWeb database, you can create as many OREA forms, as many times, as required. Data is stored in your transaction files for re-use and reproduction of forms.</p>
<p>Completed forms, in PDF format, can be saved on your desktop. Once in PDF format, forms can be changed, but not re-saved.</p>	<p>Make changes to your RealtiWeb database information and reproduce forms in seconds. No need to make changes to forms once produced.</p>
Clauses	
<p>Full access to OREA clauses for copying and pasting into Schedules. User can enter additional text on a Schedule, on a one-time basis, or paste text from another source.</p>	<p>OREA clauses are organized in library format for simple, fast and convenient clause selection and modification. You can add your own custom clauses to the library.</p>
<p>Finding the clause you want is limited to browsing the index of the OREA clause document.</p>	<p>Clauses are organized by category in RealtiWeb, making it quick and easy to find and select clauses.</p>
Additional Functionality	
<p>User only has access to the OREA forms, in English and French.</p>	<p>In addition to the OREA forms, user has access to all of RealtiWeb's functionality including databases, calculations, imports to and from e-reg® and hundreds of real estate forms and precedents.</p>

For more information on using OREA forms, comprehensive user guides can be accessed by clicking on the **Help** button in either **LDD WebDocumentServices** or **RealtiWeb**.

OREA forms and clauses are the property of the Ontario Real Estate Association. Availability of forms to the legal profession and usage thereof is solely subject to the discretion of OREA.



Use of OREA Standard Forms in LDD WebDocumentServices™

LawyerDoneDeal® offers the Ontario Real Estate Association (OREA) Standard Forms, in English and French—online and ready for you, when you need them. Just select the form you want to use, type information into the fields and produce the form. Once completed, you can then merge and print a PDF version. You can also produce Schedules to go along with the forms you need.

Features of OREA Forms in LDD WebDocumentServices

- Each form is available for you to enter data field-by-field. Fields need to be re-entered if needed on another part of the same form or on another form
- Only the latest version of each type of form in the system can be saved to the LDD database, no matter how many users are on the system
- Completed forms, in PDF format, can be saved on your desktop. Once in PDF format, forms can be changed, but not re-saved
- Full access to OREA clauses for copying and pasting into Schedules. User can enter additional text on a Schedule, on a one-time basis, or paste text from another source
- Finding the clause you want is limited to browsing the index of the OREA clause document
- User only has access to the OREA forms, in English and French

** Using your OREA Forms subscription within RealtiWeb® will give you much more flexibility and functionality.*

How to Access and Produce OREA Forms in LDD WebDocumentServices

1. Go to www.lawyerdonedeal.com. Click the Legal Professionals Login button and log in using your LDD Account and User information.



2. Click the box at top left to select OREA Forms within LDD WebDocumentServices.




3. From the **Lawyer** dropdown, select the lawyer who is processing the forms. (If you have not purchased the OREA forms for that lawyer for the current calendar year, click **Purchase** to do so.) Then select **English** or **French**.



4. Select the form you wish to produce from the list of forms.

	OREA® Standard Forms To access the forms, click English Français	Terms of Use Purchased: 18/DEC/2014 Expires: 31/DEC/2014																																																							
	<table border="0"> <tr><td>OREA Form 100</td><td>Agreement of Purchase and Sale</td></tr> <tr><td>OREA Form 101</td><td>Agreement of Purchase and Sale (Condominium Resale)</td></tr> <tr><td>OREA Form 102</td><td>Agreement of Purchase and Sale (Co-operative Building Resale Agreement)</td></tr> <tr><td>OREA Form 103</td><td>Option to Purchase</td></tr> <tr><td>OREA Form 104</td><td>Option Commission Agreement</td></tr> <tr><td>OREA Form 105</td><td>Schedule 'A' - Agreement of Purchase and Sale</td></tr> <tr><td>OREA Form 106</td><td>Seller Selling Under Power of Sale</td></tr> <tr><td>OREA Form 107</td><td>Counter Offer</td></tr> <tr><td>OREA Form 110</td><td>Agreement of Purchase and Sale (Mobile/Modular/Manufactured Home on Leased Premises)</td></tr> <tr><td>OREA Form 111</td><td>Agreement of Purchase and Sale - POTL Common Elements Condominium</td></tr> <tr><td>OREA Form 115</td><td>Agreement of Purchase and Sale (Co-ownership Building Resale Agreement)</td></tr> <tr><td>OREA Form 120</td><td>Amendment to Agreement of Purchase and Sale</td></tr> <tr><td>OREA Form 121</td><td>Notice to Remove Condition</td></tr> <tr><td>OREA Form 122</td><td>Mutual Release</td></tr> <tr><td>OREA Form 123</td><td>Waiver</td></tr> <tr><td>OREA Form 124</td><td>Notice of Fulfillment of Condition</td></tr> <tr><td>OREA Form 125</td><td>Termination of Agreement by Buyer</td></tr> <tr><td>OREA Form 126</td><td>Termination of Agreement by Seller</td></tr> <tr><td>OREA Form 145</td><td>Assignment of Agreement of Purchase and Sale</td></tr> <tr><td>OREA Form 150</td><td>Assignment of Agreement of Purchase and Sale Condominium</td></tr> <tr><td>OREA Form 400</td><td>Agreement to Lease - Residential</td></tr> <tr><td>OREA Form 401</td><td>Schedule 'A' - Agreement to Lease - Residential</td></tr> <tr><td>OREA Form 405</td><td>Amendment to Agreement to Lease - Residential</td></tr> <tr><td>OREA Form 500</td><td>Agreement of Purchase and Sale (Commercial)</td></tr> <tr><td>OREA Form 501</td><td>Agreement of Purchase and Sale (Condominium Resale - Commercial)</td></tr> <tr><td>OREA Form 502</td><td>Agreement of Purchase and Sale (Business in Leased Premises)</td></tr> <tr><td>OREA Form 503</td><td>Sale of Business Affidavit</td></tr> <tr><td>OREA Form 510</td><td>Agreement to Lease (Commercial - Long Form)</td></tr> </table>	OREA Form 100	Agreement of Purchase and Sale	OREA Form 101	Agreement of Purchase and Sale (Condominium Resale)	OREA Form 102	Agreement of Purchase and Sale (Co-operative Building Resale Agreement)	OREA Form 103	Option to Purchase	OREA Form 104	Option Commission Agreement	OREA Form 105	Schedule 'A' - Agreement of Purchase and Sale	OREA Form 106	Seller Selling Under Power of Sale	OREA Form 107	Counter Offer	OREA Form 110	Agreement of Purchase and Sale (Mobile/Modular/Manufactured Home on Leased Premises)	OREA Form 111	Agreement of Purchase and Sale - POTL Common Elements Condominium	OREA Form 115	Agreement of Purchase and Sale (Co-ownership Building Resale Agreement)	OREA Form 120	Amendment to Agreement of Purchase and Sale	OREA Form 121	Notice to Remove Condition	OREA Form 122	Mutual Release	OREA Form 123	Waiver	OREA Form 124	Notice of Fulfillment of Condition	OREA Form 125	Termination of Agreement by Buyer	OREA Form 126	Termination of Agreement by Seller	OREA Form 145	Assignment of Agreement of Purchase and Sale	OREA Form 150	Assignment of Agreement of Purchase and Sale Condominium	OREA Form 400	Agreement to Lease - Residential	OREA Form 401	Schedule 'A' - Agreement to Lease - Residential	OREA Form 405	Amendment to Agreement to Lease - Residential	OREA Form 500	Agreement of Purchase and Sale (Commercial)	OREA Form 501	Agreement of Purchase and Sale (Condominium Resale - Commercial)	OREA Form 502	Agreement of Purchase and Sale (Business in Leased Premises)	OREA Form 503	Sale of Business Affidavit	OREA Form 510	Agreement to Lease (Commercial - Long Form)
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5. The form displays in PDF format. Fill in the blanks with the appropriate information for your transaction.



Agreement of Purchase and Sale

Save to LDD
Clear
Help

Form 100
for use in the Province of Ontario

If you use a Schedule, change the total page # to include it.

This Agreement of Purchase and Sale dated this _____ day of _____, 20____

BUYER, _____, agrees to purchase from
(Full legal names of all Buyers)

SELLER, _____, the following
(Full legal names of all Sellers)

REAL PROPERTY:

Address _____

fronting on the _____ side of _____

in the _____

and having a frontage of _____ more or less by a depth of _____ more or less

and legally described as _____

_____ (the "property").
(Legal description of land including easements not described elsewhere)


6. Use the Acrobat **Print** icon to print the form.



7. If you wish to save your completed form, you can save it in one of two ways:

- You can use the **Save to LDD** button which will save the **latest version** of this form to the LDD database. (Note that only one copy of each type of form can be saved in your firm.)

OR

- You can Refresh  the form, then save the PDF in a location of your choosing. You can save as many PDF's as you wish.

8. Completing Schedules

At the bottom of the list of documents is the **OREA Residential & Commercial Clauses** selection. Keeping this document open in a Window, from the document list, click on the **OREA Schedule** you would like to complete. Complete the top part of the form, and into the bottom part where the clauses belong, find the clauses you require from the Clause document and paste them. Print and save the document as instructed above.

<p>CHATT-3 Equipment – Good Working Order</p> <p>The Seller warrants that all the mechanical, electrical, heating, ventilation, air conditioning systems, air compressors, elevators, conveyor systems, sprinkler systems, boilers, and all other equipment on the real property shall be in good working order on completion. The Parties agree that this warranty shall survive and not merge on completion of this transaction, but apply only to those circumstances existing at the completion of this transaction.</p> <p>CHATT-4 Equipment – Purchase of Additional</p> <p>The Seller agrees to give the Buyer the first right to negotiate for the purchase of any equipment to be sold by the Seller upon a price to be mutually agreed upon. In the event that the parties cannot agree to a price at least _____ days prior to the date of completion, then said first right shall become null and void.</p> <p>CHATT-5 Equipment – Removal</p>	<div style="text-align: right;"> <input type="button" value="Save to LDD"/> <input type="button" value="Clear"/> <input type="button" value="Help"/> </div> <p>OREA <small>Ontario Real Estate Association</small> Schedule A Form 105 Agreement of Purchase and Sale <small>for use in the Province of Ontario</small></p> <hr/> <p>This Schedule is attached to and forms part of the Agreement of Purchase and Sale between:</p> <p>BUYER, <u>John M. Silver</u>, and</p> <p>SELLER, <u>Lisa Bradley</u></p> <p>for the property known as: <u>4025 Steeles Avenue West, Woodbridge, Ontario</u></p> <p>_____ dated the <u>15th</u> day of <u>August</u>, 20<u>12</u></p> <p>The Seller agrees to give the Buyer the first right to negotiate for the purchase of any equipment to be sold by the Seller upon a price to be mutually agreed upon. In the event that the parties cannot agree to a price at least <u>5</u> days prior to the date of completion, then said first right shall become null and void.</p>
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