

The CONVEYANCING process....

Today

Once the sale agreement has been signed and the purchaser has obtained his mortgage bond grant, the sale should be ready for us as the conveyancers to draw the documents to change the ownership to the purchaser's name.

Next step

Signing Transfer papers - we will call upon the seller and purchasers to come and sign the transfer documents, by which time we will also have obtained figures from the seller's bank to cancel any mortgage bond registered against the property.

Next step

The purchaser will by this stage be expected to pay the costs of transfer as most of this money is now needed to pay the Transfer Duty to the SA Revenue Service and money will also be needed to pay any arrear rates as well as future rates (between 3 - 6 months worth) to obtain a Rates Clearance which is required to be lodged with the transfer documents in the Deeds Office.

Allow 7 days from the date of the purchaser's bond grant for the signatures and payment to be obtained from all

7 days

2

Apply Transfer Duty receipt

Pay for Rates Clearance or Levy Clearance for Sectional Title

Time delay?

- From time costs paid, +- 7 days for Transfer Duty
- From receipt of Rates Assessment and costs paid, +- 14 days for Rates Clearance Certificate
- Levy Clearance for Sectional Title, not needed for Deeds Office, but required prior to registration

Allow 14-21 days from the date of payment of costs for these 2 receipts to be issued by the respective Departments

18 days



3

Cancellation of Bond

If the seller has a mortgage bond registered over the property, the bank requires a bank guarantee to be issued out of the money expected to be coming from a new loan to be registered by the purchaser, unless the purchaser pays cash, in which case the attorneys holding the funds can arrange for such a guarantee to be issued. For this to happen quickly, the purchaser needs to sign his mortgage loan documents promptly when prepared by the bank's attorneys, and these attorneys in turn need to get this guarantee across to us and after checking we forward to the bank. Sometimes this process can take a little longer than the wait for the transfer duty receipt and rates clearance in step 2. above. Sometimes the funds required to complete the purchase price will be coming from a property the purchaser has sold, in which event there will be further delay in the process until such time as these funds are available to satisfy the seller's bank by the lodging of a guarantee.



? days

4

Lodge in Deeds Office

- Time delay?
- On receipt of Transfer Duty/Rates Clearance, documents can be sent to Pietermaritzburg
 - If the buyer's bond and the seller's bond cancellation documents are ready, lodgment can take place. If not, lodgement will be delayed until they are ready.

*** Documents remain in the Deeds Office for processing the registration.**

10 days

ie anticipate approximately 5 weeks from signing transfer documents to registration. This could be 8 weeks from date of sale and depends on everything going according to plan as outlined above.

Please note that should the seller's rates or bond be in arrears or should the buyer not sign or pay costs immediately or should any other bank or SARS requirement not be met, (such as life cover for the buyer or income tax queries), ADDITIONAL TIME will be taken to register the transfer in the Deeds Office.