

A QUICK GUIDE TO THE TRANSFER PROCESS

#1

RECEIPT OF INSTRUCTION

When an instruction is received, a file is opened and we will request all necessary FICA information from the Seller, Purchaser and Agent.

Cancellation figures will be requested where applicable

SUSPENSIVE CONDITIONS

Suspensive conditions include bond approval and subject to sale of current property.

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#3

GUARANTEES

After the suspensive conditions have been fulfilled, we will request the suitable guarantees from the financial institution.

DRAFTING OF DOCUMENTS

Once the documents have been drafted, appointments will be finalised with all parties.

The Purchaser will sign bond documents if applicable.

Apply for rates clearance and levy clearance certificates.

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PAYMENT OF COSTS

When the payment of costs have been received, we will proceed to apply for the transfer duty receipt and make payment thereof.

LODGE MENT

Once the Transfer Duty Receipt, Rates clearance certificate and Original Title Deed have been obtained, simultaneous lodgement will be arranged with the Cancellation Attorneys and Bond Attorneys.

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#7

REGISTRATION

On the day of registration, ownership of the property is transferred to the purchaser.

The existing bond is cancelled and the Purchasers bond is registered.

The finances are finalised and payments are done once the guarantees reflect in our trust account.

DELIVERY OF DEEDS

After registration the Deeds are numbered and micro-filmed in the Deeds office.

Delivery of Title Deeds can take 1 - 2 months.

Title Deeds will be sent to the financial institution where the property is bonded or to the client in the case of a cash deal.

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