

A QUICK GUIDE TO THE TRANSFER CONVEYANCING PROCEDURE



1 Step 1 > Receipt of Contract of Sale

Receipt of Instruction acknowledged. Deed Searches done on Property, Seller, Purchaser and Copy of Title Deed requested.



Fica Documents and existing loan account details requested from the Seller. Fica Documents and confirmation of financial arrangements requested from Purchaser.



Cancellation figures requested from existing bondholder as well as rates assessment from relevant Municipality and Levy assessment from Home Owner Association / Body Corporate.

2 Step 2 > Fulfilment of Suspensive Conditions

Follow up on fulfilment of suspensive conditions (bond approval or sale of purchaser's property).



Prepare the transfer documentation for signature by both parties. Provide draft deed and guarantee requirements to the Bond Registration Attorneys.

3 Step 3 > Signature of Documents and Payment of Costs

The seller and purchaser signs the transfer documents. The purchaser signs the bond documents (if applicable).



Purchaser pays transfer costs and Transfer duty. Seller pays rates and taxes and levies.



Transfer duty receipt applied for electronically via SARS e-filing and payment made to relevant Municipality. Home Owners Association and/or Body Corporate for the necessary clearance certificates.

4 Step 4 > Finances (i.e. Guarantees / Prior Transfer)

Upon receipt of the guarantees, forward same to the Cancellation Attorneys (if applicable), pay cancellation costs.



Upon receipt of the transfer duty receipt, clearance certificates and the original title deed, collaborate with the Cancellation Attorneys and Bond Registration Attorney for simultaneous lodgement in the Deeds Office.

5 Step 5 > Lodgement

Deeds are lodged at the Deeds Office. Deeds are examined, which process takes approximately 6 to 8 working days.



From the 6th - 8th working day, the deeds are taken to the Prep Room and are 'up for registration'. The Conveyancer then has 5 working days to finalise any matters outstanding and hand in for registration the next day.

6 Step 6 > Registration

Once ready for execution, the deeds are taken to the Execution Room for registration. The Conveyancer can then register the deeds from 10h00 onwards.



Ownership passes from the seller to the purchaser. The purchaser's new bond (if applicable) is also registered. The seller's existing bond (if applicable) is cancelled.



Finalization of the finances are usually completed the day after registration has been effected as the funds from the purchaser's bond only reflects in the Transferring Attorneys Trust Account the next morning.

7 Step 7 > Delivery of Deeds

Once registered, the deeds are numbered and scanned. It can take up to 1 month for the Deeds Office to deliver the Title Deed and Mortgage Bond to the relevant Conveyancers. Once delivered, the Conveyancer will send the Title Deed to the relevant bank (if the property is bonded) or to the purchaser (if unbonded).

