

# CONVEYANCING PROCESS

Buying and selling a home and the process involved in transferring a property can be complicated. Know the parties involved and the steps required to better your understanding of the process.



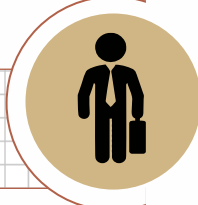
## CONTRACT OF SALE

- Finalised by an Estate Agent or between the Seller and Purchaser.
- The Seller nominates the Transferring Attorney.
- The Transferring Attorney is formally instructed and communicates with the Agent, Purchaser and Seller regarding compliance with suspensive conditions and performance obligations.



## THE TRANSFERRING ATTORNEY

- Requests FICA and supporting documents from the Seller and Purchaser.
- Prepares the transfer documents and draft deed on receipt of documents.
- Requests Municipal rates clearance figures, Body Corporate - and HOA clearance figures and obtains the Compliance certificates.



## FIGURES AND CERTIFICATES

- The Transferring Attorney requests bond cancellation figures and release of the Title Deed by the bond holder.
- Payment of the clearance figures is requested from the Seller and Clearance certificates are applied for.
- Draft deed and guarantee requirements are sent to the Bond Registration Attorneys.



## SIGNING OF DOCUMENTS

- The parties are contacted to sign transfer and bond documents.
- The Purchaser pays transfer duty and transfer costs.
- The Transferring Attorney applies for a transfer duty receipt from SARS.
- Guarantees issued by the Bond Registration Attorney are sent to the Bond Cancellation Attorney.



## LODGEMENT AND REGISTRATION

- The Transfer documents, together with the Bond cancellation and new Bond, are lodged simultaneously at the Deeds Office.
- Registration is effected between 7-14 working days.



## CONGRATULATIONS!

Estates and estate planning and structuring. Personal planning and structuring. Tax and investment implications. Drafting of wills. Formation management services. Administration of deceased estates. Executorships. Deceased estate property transfers. Independent trusteeships. structuring. Tax and investment implications. Drafting of wills. Formation of trusts. Trust tax and fiduciary management services. Deceased estate property transfers. Independent trusteeships. Estates and estate planning and structuring. Personal Drafting of wills. Formation of trusts. Trust tax and fiduciary management services. Executorships. Deceased estate

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