



## PROPERTY TRANSFER PROCESS

1. Sale Agreement signed.
2. Purchaser applies for a bond (if applicable) through a bond originator or privately.
3. Instructions sent to attorneys/conveyancers.
4. Seller and Purchaser and contacted by conveyancer, Fica requirements requested and deposits (if applicable) are paid.
5. Mortgage bond approved and instructions sent to bond attorneys.
6. Conveyancers draft their transfer documents.
7. Bond attorneys draft their bond documents.
8. Seller and Purchaser are contacted by attorneys and transfer and bond documents are signed.
9. Transfer and Bond costs are paid.
10. Conveyancer apply for rates certificate, levy clearance certificate and SARS transfer duty receipt.
11. Seller/Conveyancer applies for Electrical Compliance Certificate and Entomology Certificate.
12. Guarantees received from bond attorney and sent to the cancellation attorneys who attend to the cancellation of the seller's existing bond over the property.
13. Once all certificates are received the documents are sent the PMB attorneys (Lodging agents) who will lodge the documents in the Deeds Office for registration.
14. Registration takes 7-10 working days at the Deeds Office.
15. On the date of registration the transfer of the property, cancellation of existing bond and new bond are registered simultaneously and the purchaser becomes the new owner.
16. Guarantees are paid out.
17. Conveyancers furnish the Seller and Purchaser with a final statement of account reflecting the purchase price less expenses.
18. Sale proceeds paid out to the seller.