

**CHART OF CONVEYANCING PROCEDURE  
FOR TRANSFER OF A PROPERTY IN SOUTH AFRICA**

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	<b>TRANSFERRING ATTORNEY</b>	
	Receives the signed Agreement of sale (Offer to Purchase) from the Estate Agent	
	Attends to the transaction Liaises with all parties	
	Checks the Agreement fully, the parties, the property and any suspensive conditions, such as Purchaser obtaining a loan/bond – usually from a bank	
	Collects the deposit if not paid to the estate agent	
	Obtains copies of all information regarding the parties, their marital status, company, CC or Trust, FICA, as well as all information in connection with the property, checking for interdicts, title conditions, special conditions, servitudes	
<b>BOND CANCELLATION ATTORNEY</b> (if applicable)	Ensures Purchaser's mortgage bond is granted in writing by due date if applicable and that other suspensive conditions are fulfilled	<b>BOND ATTORNEY</b> (if applicable)
On behalf of bank, attends to the cancellation of an existing bond registered over the property. Transferring Attorney gives a bank guarantee for the settlement amount, refund form from the Seller, FICA, and pays the bond cancellation costs.	Draft transfer documents	On behalf of the bank, attends to the registration of a mortgage bond over the property to secure a Purchaser's loan. Drafts bond documents according the bank's instructions, Purchaser signs and pays bond costs. Guarantees are issued to the Transferring Attorney. Gives documents to the bank. Prepares bond documents for lodgement.
	Calls for bond cancellation figures from the bank for any existing bond, if applicable	
	Calls for bank guarantees from the Purchaser or if applicable, from the bond attorney	
	Requests rates clearance certificate from local authority Requests levy clearance figures from Managing Agent/Body Corporate for sectional title or Homeowners Association, if applicable	
	Seller and Purchaser sign transfer documents	
	Obtain payment of the transfer costs from the Purchaser	
	Pay transfer duty to SARS and obtain transfer duty receipt or exemption receipt	
	Pay and obtain rates/levy/homeowners association clearances	
	Ensure all electrical, gas, electric fence and any other certificates are obtained	
	Secure full purchase price by due date	
	Prepare all transfer documents for lodgement	
	When the transfer, bond cancellation and new bond are ready, arrange simultaneous lodgement in the applicable Deeds Office	
	Documents are lodged in the Deeds Office for a checking and registration process taking 7-10 working days	
	Transfer of the property and any simultaneous transactions, bond cancellation and new bond are registered. All parties are advised. Guarantees are paid out and investment accounts closed. Final accounts prepared. Payments are made to the Estate Agent, the Seller and any refund to the Purchaser.	
	Notification of transfer to the local authority, managing agent, HOA	
	Original title deed when released from the Deeds Office given to Purchaser or if there is a bond, to the bond attorneys for safekeeping by the bank.	