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CONVEYANCING

Registration Process



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Once all the Parties have signed the agreement of sale, follow this process diagram to find out what requirements need to be completed before the registration of a matter can take place.

For information on conveyancing matters, please visit our website: www.kloppersinc.co.za

Phase 1

The Conveyancers

- Send out initial letter and request and obtain information from the Seller & Purchaser along with the Property information
- Request cancellation figures for existing bond/s (if applicable)
- Request for the Title Deed and/or a copy thereof

The Purchaser

- Secures the purchase price however they may be attending to same.

Possible ways:

- Cash Offer payable to Conveyancers
- Full Mortgage Bond
- Cash deposit and Mortgage Bond
- Funds payable in terms of a guarantee payable from the Sale of an Existing Property

The Conveyancers

- If the Seller has an existing Bond, contact is made with the Bank's nominated Cancellation Attorneys.

Phase 2

The Conveyancers

- Draft documentation for signature
- Request appointments with parties to attend to the above
- Apply for the following:
 1. Rates assessment
 2. Levies assessment (if applicable)
 3. Home Owners Consent (if applicable)
- If the Purchaser is registering a bond, a copy of the Draft Deed is sent to the Bond Attorneys

The Parties

- Sign the drafted documentation

The Purchaser

- Makes payment of the Transfer Fees & Bond fees (if applicable)

The Conveyancers

- Secure the purchase price with guarantees
- Pay for and Obtain:
 1. Transfer Duty Receipt
 2. Rates Clearance Certificate
 3. Levy Clearance Certificate (if applicable)
 4. Electrical Certificate of Clearance
 5. Electric Fence Certificate (if applicable)
 6. Pest Certificate of Clearance
 7. Gas certificate (if applicable)
 8. Home Owners Consent (if applicable)

Phase 3

The Conveyancers

- Documents are sent to the Deeds Registry for Lodgement.
- Once lodged, registration can be expected within 7 to 10 working days, provided no queries are raised by the Deeds Examiners.
- The Seller can expect payment of the proceeds of the sale the day after registration.
- Registration letters & the Final Statement of account for both parties are sent on date of registration.

The Parties

- The Seller & Purchaser should call in at their local authorities to close/open their municipal accounts