

The property registration process

35. Wait to receive Title Deed from Deeds Office
36. Send Title Deed and Bond Act to applicable parties
37. Finalise taxes
38. Acknowledgement of receipt of documents from the persons involved
39. Close file

1. Transfer attorneys receive signed contract
2. Deed search
3. Open file
4. Control information
5. Send letters to parties

6. Bond approval
7. Cancellation figures and title deed requested from bond organisation
8. Request for Municipal clearance certificate for Rates & Taxes
9. Drawing up of transfer documents
10. Arrangement with transfer attorney for collection of occupational interest

29. Registration
30. Present guarantees
31. Do settlement accounts for parties
32. Inform Municipality
33. Request surplus taxes
34. Debit

11. Parties sign transfer documents and pay fees for municipal clearance certificate and transfer duties
12. Receive cancellation figures and title deed
13. Control stipulations of title and draw up final title deed
14. Request guarantees from bond attorneys

SIGNING OF CONTRACT



27. Seller vacates property. Please don't remove the refuse removal drum
28. Buyer takes occupation

15. Receive guarantees
16. Send guarantees to cancellation attorneys of the present bond holders
17. Control the balance of the purchase price and make arrangements if necessary
18. Cancellation attorneys receive guarantees and send to financial institution for approval of cancellation
19. Financial institution sign and return to cancellation attorneys

25. Deeds Office: Micro / Distribute / Jnr / Snr / Head / Prep / Reg
26. Attorney - Prep Control finances / look for deficiencies / agent's commission, etc.

22. Cancellation attorney informs that they are ready to lodge
23. Cancellation attorney organises with bond and transfer attorneys for lodging at Deeds Office
24. Lodge at Deeds Office

20. Pay outstanding Rates & Taxes in order to receive clearance certificate
21. Pay Transfer Duty