

Transferring a property: A step-by-step guide / checklist

Seller

- Make a list of defects for the Purchaser/Agent.
- Sign the sale agreement.
- Appoint De Wet – Van der Watt as transferring attorney and forward sale agreement to them.
- Wait for purchaser to obtain a bond.
- Furnish De Wet – Van der Watt with FICA docs, bond account number and copy of rates/levies/homeowners accounts.
- De Wet – Van der Watt will call you to sign transfer documents.
- Maintain property and maintain bond instalments and property insurance until date of registration.
- Arrange electrical compliance, electric fence and gas certificates (if applicable).
- Ensure that rates, water and electricity accounts are up to date in working condition.
- De Wet – Van der Watt will call you to pay the clearance figures.
- Ensure that your SARS returns are up to date to avoid delays in the issuing of the transfer duty receipt.
- Lodgement, Prep and Registration in the Deeds Office.
- Pay-out of proceeds.
- After registration, ensure that all municipal accounts are closed.

Conveyancer

- Receives sale agreement from seller/purchaser/agent to transfer the property.
- Requests FICA and other documents from seller and purchaser.
- Verifies that the seller is the owner as per the Deeds Office records.
- Requests payment of deposit from purchaser.
- Obtains confirmation of bond grant and bond attorneys.
- Requests cancellation figures from seller's bank.
- Requests and obtains rates/levy/home owners clearance figures.
- Prepares transfer documents for seller and purchaser to sign.
- Obtains payment of costs from purchaser.
- Apply to and pay SARS for transfer duty receipt.
- Pay and obtain rates/levy/homeowners certificates.
- Request electrical compliance, electric fence and gas certificates (if applicable) from seller.
- Obtain guarantees from bond attorney and send to bond cancellation attorney.
- Arrange Lodgement, Prep and Registration.
- Final accounts and payment to seller, agent and interest payment.
- Advise local council of registration.

Purchaser

- Find a property to purchase. Inspect the property carefully.
- Read the sale agreement carefully before signing.
Take note of:
 - Deposit to be paid; and
 - Occupation date and amount.
- Make payment of deposit on request by De Wet – Van der Watt.
- Furnish De Wet – Van der Watt with FICA documents.
- Apply for bond.
- Advise De Wet – Van der Watt once bond is granted and furnish bond attorneys with FICA documents.
- Ensure that your SARS returns are up to date to avoid delays in the issuing of the transfer duty receipt.
- De Wet – Van der Watt will call you to sign transfer documents and pay transfer costs and duty.
- Sign bond documents with bond attorney and pay bond registration costs.
- Take occupation and pay occupational rental (if applicable).
- Lodgement and Prep in the Deeds Office.
- Registration in the Deeds Office.
CONGRATULATIONS ON YOUR NEW HOME!
- After registration, ensure that you open municipal accounts in your name.

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