## DU PLESSIS VAN LOGGENBERG

ATTORNEYS | NOTARIES | CONVEYANCERS

DU PLESSIS VAN LOGGENBERG OPERATES A GENERAL PRACTICE SPECIALISING IN PROPERTY LAW, PERSONAL LAW, COMMERCIAL LAW AND LITIGATION.

## **Benoni office:**

134 Pretoria Road, Rynfield PO Box 2466 Benoni 1500 | DX 27 Benoni

www.duplessisvanloggenberg.co.za

## TRANSFER PROCEDURE

**Edenvale Office:** 

Shop 40B Eden Meadows Shopping Centre 1 Van Riebeeck Avenue, Greenstone, Edenvale

Receive copy of Sale Agreement.

Communicate with Seller, Purchaser & Estate Agent

Do Deed Search.

Call for title deed.

Request cancellation figures(If there is an endorsement on the property)

Once finances in place & bond granted, parties are called to sign transfer & bond documents.

**Apply for Rates figures** 

Once parties signed & purchaser has paid costs,

we apply for

Transfer Duty receipt.

Lodgment arranged

(Matter normally linked are cancellation of Sellers bond, registration of buyer's bond & transfer)

Once rates clearance received Transfer is ready to Lodge.

Title Deed Should have been received and New Title Deed drafted

Transfer Duty receipt should be in place.

Rates are paid.

If a cash deal, funds should now be in place with the Attorneys.

If it's a bond, guarantees are called for on the bond.

Once lodged in the Deeds
Office, ready for processing
where printouts are made of
the property. File then moves
to first examiner.

First examiner (Level 1)

Checks the Deeds Search for interdicts, other endorsements & that all necessary documents have been lodged.

Second examiner (Level 2).

Checks the accuracy of documents and makes any notes applicable.

Senior examiner (Level 3)

Checks the documents & any notes made by 2<sup>nd</sup> examiner. If all is correct he puts it up on "Prep". If docs not correct senior examiner will reject

On date of registration Seller,
Purchaser & Agents are
informed and finances are
calculated. Seller & Agents
normally receives their
payment the day after

Once matter has been put on prep it normally registers 2 working days thereafter.

The process from date of lodgement to date it comes up on "Prep" takes approximately 7 to 10 Working days.