

Transfer Process



Tate Nolan
& Knight

1

- We receive your Offer to Purchase
- Contact Seller, Purchaser and Estate Agent.
- Obtain documents and FICA
- Request municipality rates figures

2

- Obtain details of existing bond from seller (if applicable) and request bond cancellation figures
- Request deposit/ purchase price payment from the seller or guarantees from bond attorneys

3

- We call on the Purchaser and Seller to sign the transfer documents

4

- Purchaser to pay Transfer costs
- Seller to pay Municipal/ Levy figures

5

- Obtain rates clearance certificate
- Obtain SARS Transfer Duty receipt
- Obtain relevant compliance certificates

6

- Liaise with Bond attorney and cancellation attorney (if applicable)

7

- Lodge in the Deeds Office

8

- Prep (examination complete, ready for registration)

9

- Registration