



The Property Transfer Process

1. The conveyancing attorney appointed by the seller or the agent receives a sale agreement.
2. The conveyancing attorney gives the existing mortgagee (the bank) notice of the sale and requests the title deed. If there is no existing bond over the property, the seller gives the title deed to the conveyancing attorney.
3. The conveyancer requests payment of the deposit from the Purchaser.
4. The conveyancer will make sure a bond application is submitted and keeps track of the process.
5. The conveyancer obtains the relevant documentation for FICA purposes from both the seller and the purchaser (copies of identity documents, proof of address not older than 3 months, income tax number, marital status confirmation, divorce order if relevant) and drafts the transfer documents.
6. The seller and purchaser sign the relevant transfer documents.
7. The seller arranges a beetle and electrical certificate (the agent can assist with this process).
8. The transfer costs are paid by the purchaser, and the conveyancer pays the relevant municipality in order to obtain a rates clearance certificate, and SARS in order to obtain a transfer duty receipt or exemption certificate.
9. The conveyancer requests a guarantee from the bond attorneys in order to secure the full purchase price or balance thereof.
10. When all documents are in order, the conveyancer will lodge the transaction at the deeds office and arrange simultaneous lodgement with the bond and bond cancellation attorney.
11. The deeds office takes about 12 working days to process the documents and if the deeds office is satisfied that the deeds and transfer documents are correct, they will give the relevant attorneys 5 working days to register the deeds.
12. From date of registration, the deeds office takes between 6 and 8 weeks to update their records.
13. The deeds and other documents will then be returned to the conveyancing attorney, who will then forward the new title deed to the bank (if a simultaneous bond was registered) and to the new owner, if it was a cash sale.

All in all, a transfer should take place within 6 – 8 weeks from date of fulfilment of suspensive conditions. If you require any more information please [contact us](#) for more information.