



fninc

Attorneys Notaries Conveyancers

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Dear clients

RE: PURCHASERS OPENING MUNICIPAL ACCOUNTS AND SERVICES

Herewith a brief synopsis of the process to be adopted by Purchasers when applying for an account with the City of Johannesburg (COJ).

Regardless of whether the property is a sectional title unit or full title ownership, you will be required to open and maintain a municipal account. This process will not occur automatically, and certain documents will be required from Purchasers to open their new account.

1. CITY OF JOHANNESBURG RATES, WATER, REFUSE AND EFFLUENT

Website: www.joburg.org.za

Telephone: 011 375 5555

- 1.1 Please refer to your Local Authority Regional Office after registration of transfer in order to open your account. (Consult the existing COJ account to determine your Region. Use the corresponding regional email address in the table below to address your request to the correct service centre).
- 1.2 Note that it is likely that a number of billing periods will pass before you are able to open an account, which will result in the COJ backdating your account from the actual date of registration of transfer.
- 1.3 Please refer to your Local Authority Regional Offices approximately 4 to 6 weeks after registration of transfer to open a new account with the COJ. (Consult the email addresses as set out in the schedule below)
- 1.4 The following documents are required to open your new account:
 - 1.4.1 Your identity document;
 - 1.4.2 Your contact details;
 - 1.4.3 Letter from conveyancing attorney confirming registration of transfer
 - 1.4.4 Deeds search reflecting the change in ownership
 - 1.4.5 Copy of the electrical compliance certificate (if Eskom supplies electricity)

Note that your deposit will be included in your first invoice from the COJ, so there should be no need to pay the deposit upfront.

www.fninc.co.za

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The following are the email addresses for Regions A, B, C, D, E, F and G with the corresponding customer service centers:

Customer Service Centre	Email Address
Waterfall CSC	regionArevenue@joburg.org.za
Randburg Civic Centre	regionBrevenue@joburg.org.za
Roodepoort Civic Centre and City Hall	regionCrevenue@joburg.org.za
Jabulani Civic Centre	regionDrevenue@joburg.org.za
Sandton Regional Office	regionErevenue@joburg.org.za
Thuso House CSC	regionFrevenue@joburg.org.za
Lenasia Civic CSC	regionGrevenue@joburg.org.za

2. ELECTRICITY

Electricity in Johannesburg is supplied by either Eskom or by the CITY OF JOHANNESBURG depending on your area and property use.

Make reference to the existing municipal account to verify which service provider to approach.

2.1 CITY OF JOHANNESBURG

- 2.1.1 If your electricity is supplied directly by the COJ (this will be evident on your municipal account reflecting electricity thereon), you should request the opening of the electricity account using the letters from the conveyancer addressed to the relevant department, as detailed in paragraph 1.4 above.
- 2.1.2 If the electricity is supplied by a prepaid meter (COJ or Eskom), or directly by the body corporate in the case of a sectional title unit, the conveyancer will provide you with the necessary proof of same. You may need to refer your request to the relevant COJ department or body corporate to link your account to that pre-paid meter. Kindly refer to your service provider in this regard.

2.2 ESKOM

www.eskom.co.za
telephone 0860 037 566

- 2.2.1 If your electricity is supplied by a separate Eskom account, kindly follow the process detailed below. Your COJ account will not reflect any electricity charges if your electricity is supplied by Eskom.

- 2.2.2 No later than the day you take occupation of the property (move-in-date), attend to Eskom to complete your application form and provide them with your:
 - 2.2.2.1 Letter from the conveyancing attorney confirming registration
 - 2.2.2.2 Meter reading,
 - 2.2.2.3 Identity document,
 - 2.2.2.4 Requisite deposit,
 - 2.2.2.5 Copy of the electrical compliance certificate, and
 - 2.2.2.6 The unique “move-out-date” reference number given to the seller when he moves out, which Eskom will require from you to open your account.

- 2.2.3 Note that Eskom makes use of the move-in-date and move-out-date rather than the registration date for the allocation of charges

- 2.2.4 If the property was purchased with a tenant therein, ensure that you obtain reliable readings on the date of registration of transfer, as from this date onwards you are liable for electricity, which you may recover from the tenant in terms of your lease agreement

Cautionary note

Purchasers to ensure that all services are linked and recorded on their new account ie: water, effluent, refuse and rates and taxes. (electricity will depend on whether you are supplied same by Eskom or City of Johannesburg)

Sellers and Purchasers must refrain from arrangements where the Seller requests the Purchaser; as the new owner; to pay the COJ accounts received by the Seller after registration of transfer.

The council will, once they have updated their records to match those of the Deeds Office, reverse all amounts billed to the Seller after registration of transfer and refund all overpayments back to the Seller.

The council will then backdate the Purchaser’s account with all charges due from registration of transfer onwards, and you will be liable for same.

Although care has been taken to ensure the accuracy of the above information, FN Inc and its members, employees, agents and representatives cannot be held liable for any loss suffered, as a result of the use of this information.

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