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Attorneys Notaries Conveyancers

1st Floor, 2 Albury Park, Albury Road, Dunkeld West, 2196. Docex 11 Hyde Park. t +27 11 560 7100 f +27 11 759 7960

Transfer Process

Agreement finalised by Agent

Bank Cancelling bond

1. Instructs Cancellation Attorney and release Title and Mortgage Bonds

The Cancellation Attorney

1. Receives cancellation figures from bank
2. Hands figures to Transferring Attorney for preparation of guarantees by Bond Attorney
3. Receives guarantees to cancel bond
4. Arranges signature of cancellation documents

The Transfer Attorney

1. Deposit paid
2. Application for bond cancellation figures and Title Deed
3. Application for rates clearance/levy clearance
4. Seller and Purchaser sign documents
5. Purchaser pays transfer costs
6. Receives rates clearance/levy clearance
7. Receives cancellation figures and gives to Bond Attorney
8. Pays rates/levy clearance
9. Pays transfer duty
10. Receives rates clearance/levy clearance certificate
11. Receives transfer duty receipt
12. Receives guarantees from Bond Attorney
13. Hands one guarantee to Cancellation Attorney

Bank granting bond

1. Purchasers bond granted
2. Bank instructs Bond Attorney

The Bond Attorney

1. Draws bond documents
2. Purchaser signs bond documents
3. Purchaser pays bond costs
4. Purchaser finalises insurance requirements^{2*}
5. Bond Attorney issues guarantees
6. Bond Attorney hands guarantees to Transfer Attorney

Lodgement in Deeds Office

Deeds examined → Deeds passed / rejected^{1*} → Deeds registered
 Attorneys finalise finances and account to Seller and Purchaser and advise council/body corporate of registration

^{1*} Deeds can be rejected for various reasons which the attorney will clarify. Should deeds be rejected the reason/s will be addressed by the attorney, whereafter lodgement will occur

^{2*} Please note that in certain instances the bank can impose specific conditions that require fulfillment before they will allow bond registration to move forward