

THE CONVEYANCING PROCESS FOR THE TRANSFER OF IMMOVABLE PROPERTY

BOND ATTORNEYS	TRANSFERRING ATTORNEYS	BOND CANCELLATION ATTORNEYS
Client applies for loan from financial institution. Approval of Bond and instructions are send to the Conveyancer	Conveyancer receive instructions and sale agreement, contact Seller and Purchaser and request personal information and FICA documents	Conveyancer receive instructions from existing bondholder to attend to cancellation of existing Bond
Conveyancer receive instructions and contact client. Request client to provide personal information and FICA documents, as well as any other documents required iro bond, eg. Electrical Compliance Certificate, etc.	Receive documents from Seller and Purchaser. Request cancellation figures from existing Bondholder and rates clearance figures from local authority	Request Title Deed and Bond document/s from existing Bondholder
Request draft Deed of Transfer and guarantee requirements from Transferring Attorneys	Receive cancellation figures and copy of Title Deed from the bond cancellation Attorney. Send draft Deed to Bond Attorneys and request guarantees	Send guarantee requirements, copy of Title Deed, refund form and statement of account for the bond cancellation costs to Transferring Attorney
Receive information, FICA documents and any other documents required by financial institution from client	Prepare documents and contact Seller and Purchaser to make arrangements for signature of documents	Receive guarantee and refund form from Transferring Attorneys, as well as payment of costs
Receive draft Deed and guarantee requirements from Transferring Attorneys	Seller and Purchaser sign documents and Purchaser pay transfer costs. Seller pays bond cancellation costs	Prepare and sign Consent to Cancellation
Prepare Bond documents and guarantees and arrange signature with client	Submit Transfer Duty documents to SARS via e-filing	BOND CANCELLATION ATTORNEY IS READY TO LODGE
Client sign Bond documents and pay Bond costs. Guarantees are send to the Transferring Attorneys	Receive rates clearance figures and if Sectional Title, applies for levy clearance figures. Request Seller to pay rates and levies, upon receipt it is paid to local authority and to the Managing Agent/Body Corporate.	 <p style="font-size: 24px; font-weight: bold; margin-top: 10px;">TLi Group</p> <p style="margin-top: 10px;">www.tli.co.za</p>
Signed documents and FICA documents are scanned in and send to the Financial Institution for verification	Receive guarantees from Bond Attorneys, forward guarantee in favour of existing Bondholder to cancellation Attorneys and pay their costs	
Financial institution verifies documents and gives approval to proceed	Pay Transfer Duty to SARS	
BOND ATTORNEY IS READY TO LODGE	Receive rates clearance certificate, levy clearance certificate and Transfer Duty receipt issued by SARS	
	TRANSFERRING ATTORNEY IS READY TO LODGE	

Lodgement is arranged and the Transfer documents, Bond Cancellation documents and Bond documents are lodged simultaneously in the Deeds Office. From date of lodgement, it usually takes approximately 7 to 10 working days until registration.