



## CHECKLIST

This simple checklist provides you with an overview of each step in the process and the parties involved.

Step	PURCHASER	SELLER	BOND ATTORNEY	TRANSFER ATTORNEY	BOND CANCELLATION ATTORNEY
1	Sign the full Sale Agreement (Offer to Purchase) and Addendums	* Sign the Sale Agreement and Addendums. List the property defects for Purchaser/Agent. Discuss date of key hand over (occupation date) with Purchaser.	* Will receive bond instruction from bank	* Receive instruction from seller / purchaser to attend to transfer of property	* Receive instruction from bank to attend to Bond Cancellation
2	Read agreement carefully	* Appoint transfer attorney and forward sale agreement to transfer attorney	* Conduct Deeds Office enquiry to ensure that property description is correct and no interdicts are noted	* Send estate agent commission confirmation letter	* Receive Deeds from bank
3	Inspect the property	* Furnish FICA and other documents to transfer attorney	* Acknowledge bond instruction to client within 24 hours	* Obtain details and documents of seller and purchaser, inclusive of FICA documents, bond account details, title deed, etc.	* Request guarantee from Transferring attorney and refund instruction
4	Request a list of property defects from Seller/Agent	* Furnish bond account details to transfer attorney	* Obtain details of transfer attorney	* Conduct a Deeds Office enquiry. Ensure no interdicts are noted against the property and that the property and owner descriptions are correct as per the sale agreement	* Prepare consent for signature
5	Apply for bond (if applicable). Give information to Mortgage originator or bank to obtain bond	* Give notice to mortgage bank of intention to cancel bond	* Obtain FICA documents and information of purchaser	* Receive payment of deposit from purchaser, obtain investment mandate and invest funds	* Obtain signature of consent and proceed for lodgement
6	Advise the transfer attorney once bond granted. Read terms and conditions of loan agreement from bank	* Maintain bond instalments until date of registration	* Obtain guarantee requirements and draft deed from transfer attorney	* Ensure suspense conditions are fulfilled	* Obtain costs from transferring attorney
7	Make payment of deposit to transfer attorney	* Maintain property insurance until date of registration	* Arrange for signature by purchaser of bond documents	* Obtain details of bond attorneys	* Confirm lodgement with transferring attorney
8	Arrange key hand over time with Seller and date of occupation of property	* Maintain property until date of registration	* Obtain payment of bond registration costs	* Request bond cancellation figures from Seller's bank	* Lodge
9	Furnish FICA documents to transfer and bond attorney	* Arrange for issuing of electrical compliance certificate by registered electrician and gas certificate (if applicable)	* Ensure special conditions in bond instruction are met	* Request and obtain rates clearance and levy clearance figures	* Register
10	Ensure any outstanding tax queries are addressed with SARS	* Ensure that rates account and borehole certificate (if applicable) is in order and meters are in proper working condition	* Submit documents to bank to obtain instruction from bank to proceed with lodgement	* Prepare transfer documents for signature by seller and purchaser. Arrange for seller and purchaser to sign transfer documents	* Advise bank of registration
11	Sign transfer documents with transfer attorney. Peruse the title deed conditions	* Request rates clearance figures from council or appoint agent to obtain same	* Issue guarantees to transfer attorney	* Obtain payment of transfer costs and transfer duty amounts	
12	Sign bond documents with bond attorney when called upon to do so	* Ensure any outstanding tax queries are addressed with SARS	* Prepare bond documents for lodgement	* Receive rates clearance, levy clearance and homeowner's clearance certificates, as well as transfer duty receipt	
13	Make payment of transfer costs and transfer duty to transfer attorney	* Sign transfer documents with transfer attorney. Furnish transfer attorney with banking details for payment of proceeds	* Make payment of initiation fees (if applicable)	* Obtain electrical compliance certificate / gas certificate	
14	Make payment of bond costs to bond attorney	* Furnish details of Homeowners Association / Managing Agent to transfer attorney	* Apply for insurance certificate (if applicable) on property. Apply for all building documents if building loan	* Make payment of bond cancellation costs. Receive guarantee from Bond Attorney and forward guarantee to Bond Cancellation attorney	
15	Pay occupational rent (if applicable)	* Make payment of the rates clearance figures to the transfer attorney. It remains the responsibility of the seller to obtain his refund from the Council.	* Confirm lodgement with transfer attorney	* Arrange lodgement with bond cancellation attorneys and bond attorneys	
16	After registration ensure that you open a new account with the local municipality	* Make payment of the levy clearance figures / homeowners association clearance figures (if applicable) to the transfer attorney upon receipt of the figures from the transfer attorney	* Lodge	* Lodge deeds	
17		* After registration of transfer, ensure accounts are closed at the local municipality	* Register	* Register transfer	
18			* Advise bank of registration	* Advise seller, purchaser and agent of registration	
19				* Prepare final accounts and make payment of agent's commission, proceeds, interest refunds, etc.	
20				* Confirmation of registration to applicable municipality together with supporting documents.	