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ATTORNEYS, NOTARIES & CONVEYANCERS

THE TRANSFER PROCESS

WEEK 1-2

- Received Agreement of Sale.
- Collect necessary documents from seller and purchaser.
- Apply for rates and/or levy clearance figures.
- Request seller to pay rates, including provision for a 120 day advance payment.
- Requesting purchaser to pay transfer duty and costs.



WEEK 2-4

- When documents obtained & signed;-
- FICA compliance done;
- Rates and/or levies paid by the seller;
- Costs paid by the purchaser;
- We apply for;- rates certificate
- Levy Certificate;
- Transfer Duty Receipt;
- Request guarantees to secure purchase price.



WEEK 4-6

- On receipt of ;
- Transfer Duty receipt , rates clearance and/or Levy clearance certificate, HOA consent and bond cancellation consent, if applicable; and guarantees, arrange lodgement with linked parties in transaction (e.g bond cancellation and/or bond registration attorneys)



WEEK 6-9

- Lodge in deeds office Register
- Final check that all conditions in Sale Agreement have been met and compliance certificate obtained.
- Pay estate agent commission;
- Settle inspection fees and costs of compliances certificate;
- Pay balance of seller
- Refund purchaser interest on moneys invested (deposit of balance price)
- Account reconciliation.