

Levy collections process

INSTRUCTION SENT TO ATTORNEY

ATTORNEYS DRAFT SEND LETTER OF DEMAND

ATTORNEYS DRAFT & SERVE SUMMONS

- Once the Client has ascertained that the default.
 is not error or misunderstanding.
- Instruction to collect sent per email (including statement & debtor data).
- Letter of Demand sent per registered mail.
- Debtor given agreed number of days to pay arrears or make arrangements.
- Summons to be sent to Court and once issued served by Sheriff of the Court.
- Debtor given prescribed number of days to respond or make suitable payment arrangements.

WARRANTS OF EXECUTION

JUDGMENT OBTAINED

DRAFT & APPLY FOR DEFAULT JUDGMENT

- Warrant of Execution to be issued and served; first against movable property and then against immovable property. Section 66 Application is made to court to attach unit and sell the unit at a Sheriff's Auction.
- Full settlement required before considering stopping Execution.
- Copy of Judgment shared with debtor and implications explained.
- If debtor fails to make
 suitable arrangements or fails to
 respond, attorneys will draft
 Warrant of Execution (if Client has
 given such a mandate).
- If debtor fails to make suitable arrangements or fails to respond, attorneys will apply to Court for Default Judgment (if Client has given such a mandate).
- Owner is then also listed with all Credit Bureaus.

Courts Correspondents & Sheriffs



Courts

All nine provinces

Roughly 392



Correspondent Attorneys

•All nine provinces

•Roughly 167



Sheriffs

All nine provinces

Roughly 763

Fee structure

BILLING ITEM	(Excl. VAT)
Receiving instruction, opening file & persuing statement provided by client.	R650.00
Drafting letter of demand, sending same via e-mail and registered post. (Cost of registered post included).	R450.00
Drafting summons and particulars of claim together with instruction to sheriff to attend the service of summons.	R975.00
Drafting of an application for summary judgement/default judgement, together indexing and pagination of the application for submission at the clerk of the court.	R550.00
Drafting of warrant of execution.	R550.00
Drafting of and preparing the notice of sale in execution (movable property).	R450.00
Drafting of request for further request particulars/notices/security in terms of rule 3b.	R400.00
Receipt and persual of returns of service, notices, pleadings.	R200.00
Correspondence between our offices and client/debtor.	R150.00
Instruction of a tracing agent.	R200.00
Drafting acknowledgement of debt and attendance with debtor to sign same at our offices.	R650.00
Attendance at court, sheriff to issue, deliver and collect documents.	R11.00 per 10min
Telephone calls (per 10 min).	R110.00

Additional charges:

- Copies R3.50 per page
- Travel Cost R150.00 per attendance
- Travel Time R275.00 per attendance
- Deed Search R120.00

Finances

Invoicing will be sent to client to before month end

Debtor Payments:

• To be made into our Trust Bank Account

Client Pay Overs:

- Second business day of the following month
- Statements included
- Monthly pay over reconciliation

VDM Attorneys has an impeccable track record and name in the Property Industry. We act strictly and without fail according to any & all specifications and restrictions of all relevant laws. We "administrate" your arrear accounts-we do not just collect! We act professionally, ethically and with integrity and yes, friendly, under all circumstances.

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