

The Conveyancing Process Explained

BOND REGISTRATION PROCESS (IF REQUIRED)	TRANSFER PROCESS (ALWAYS REQUIRED)	BOND CANCELLATION PROCESS (IF REQUIRED)
Bond approval received by Purchaser (direct from bank or bond originator)	Seller instructs the transfer attorney to attend to the transfer of their property (a registered conveyancer)	Seller's bank receives cancellation request from seller (typically 90 days prior to sale)
Purchaser's bank instructs the bond registration attorney (from their panel of approved attorneys)	 Transfer attorney: Obtains documentation required by "FICA" from the Purchaser and Seller (ID, marital status, proof of address, etc) Requests rates and taxes clearance figures from the municipality Requests levy clearance figures from body corporate or Homeowners Association (If applicable) Requests bond cancellation figures from seller's bank (if required) 	Seller's bank instructs the bond cancelletion attorney (from their panel of approved attorneys)
Bond attorney: 1. Requests copy of draft title deed and guarantee requirements from transfer attorney.	5. Once rates and taxes and levy clearance figures received, Seller to pay (or bridge) amounts in advance	 Seller's bank: Calculates bond amount outstanding Issues cancellation figures and title deed to bond cancellation attorney
	 Receives copy of title deed and bond cancellation figures from bond cancellation attorney to submit guarantee requirements. Draft transfer documents to sign 	 Bond cancellation attorney: Forwards copy of title deed and bond cancellation figures to transfer attorney
 Receive guarantee requirements and copy of the title deed from transfer attorney 	8. Provide bond registration attorney with guarantee requirements and copy of the title deed	
3. Prepare guarantees and bond registration documents	 Seller signs transfer documents Purchaser signs and pays transfer costs (and deposit if required) Request and obtain transfer duty clearance/exemption from SARS Obtain rates and taxes clearance certificate from municipality Obtain levy/HOA clearance 	
4. Purchaser signs bond documents and pays bond registration costs	certificate from body corporate and Homeowners Association (If applicable)	
 Forward new bond guarantee (amount) to transfer conveyancers; apply for proceed to lodge the bond registration from the bank 	 Receives bond guarantee (amount) Send bond cancellation guarantee to bond cancellation attorney 	4. Receive bond cancellation guarantee (final amount) from transfer attorney; apply for proceed to lodge the cancellation instruction from the bank
6. Arrange simultaneous lodgement in the Deeds Office	16. Arrange simultaneous lodgement in the Deeds Office	 Arrange simultaneous lodgement in the Deeds Office
2. Transactions o	DEEDS OFFICE PROCEDURE (8 to 10 da Junior examiner, Senior examiner and Ass n "preperation" with Acting Registrar (Dee Ition of registration of transaction by Regis	istant Registrar (Level 1, 2 and 3) ds passed or Rejected)

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