

THE TRANSFER PROCESS

1. SALE

- 1.1 Conclusion of sale i.e. acceptance of Offer to Purchase
- 1.2 Suspensive conditions fulfilled i.e. bond approval

2. CONVEYANCER INSTRUCTED

- 2.1 Deeds Office search of seller, purchasers and property
- 2.2 Write to seller's bond holder for cancellation
- 2.3 Obtain purchaser's identity documents and marriage certificate
- 2.4 Draft transfer documents
- 2.5 Obtain rates figures from local authority
- 2.6 Sellers and purchasers sign documents and pay pro rata rates
- 2.7 Pay rates to local authority and apply for rates clearance certificate
- 2.8 Obtain payment of costs from purchaser
- 2.9 Pay transfer duty to Receiver of Revenue and obtain transfer duty receipt
- 2.10 Draft new Deed of Transfer after receipt from cancelling bond holder of Title Deed
- 2.11 Furnish copy of Draft Deed to bond attorneys attending to registration of purchaser's bond to enable them to draft new bond & obtain purchaser's signature
- 2.12 Arrange lodgement at Deeds Office of Transfer, bond cancellation and bond
- 2.13 Deeds examined and eventually become available for "prep." i.e. final notes attended to if deeds otherwise in order

3. REGISTRATION

Finalise finances and attend to registration at Deeds Office:

- Pay cancelling attorney's settlement on bond
- Collect bond proceeds on purchaser's bond
- Account to seller, purchaser and estate agent
- Seller to pay other costs, i.e. electrical compliance inspection costs, etc

4. DEEDS OFFICE

Registrar of Deeds executes deeds. Deeds Office update their computer records, microfilm deeds to serve as their record, make all cross-entries and eventually deliver deeds back to conveyancer.

5. DELIVERY

Conveyancer delivers Title Deed to bond holder to retain in their securities.