

SELLER

Information Pack



ABOUT THE TRANSFER PROCESS
& WORKING WITH ME

TENEILLE MASSYN

YOUR CONVEYANCER

Nice To Meet You

I'M EXCITED FOR US TO WORK TOGETHER



Welcome!

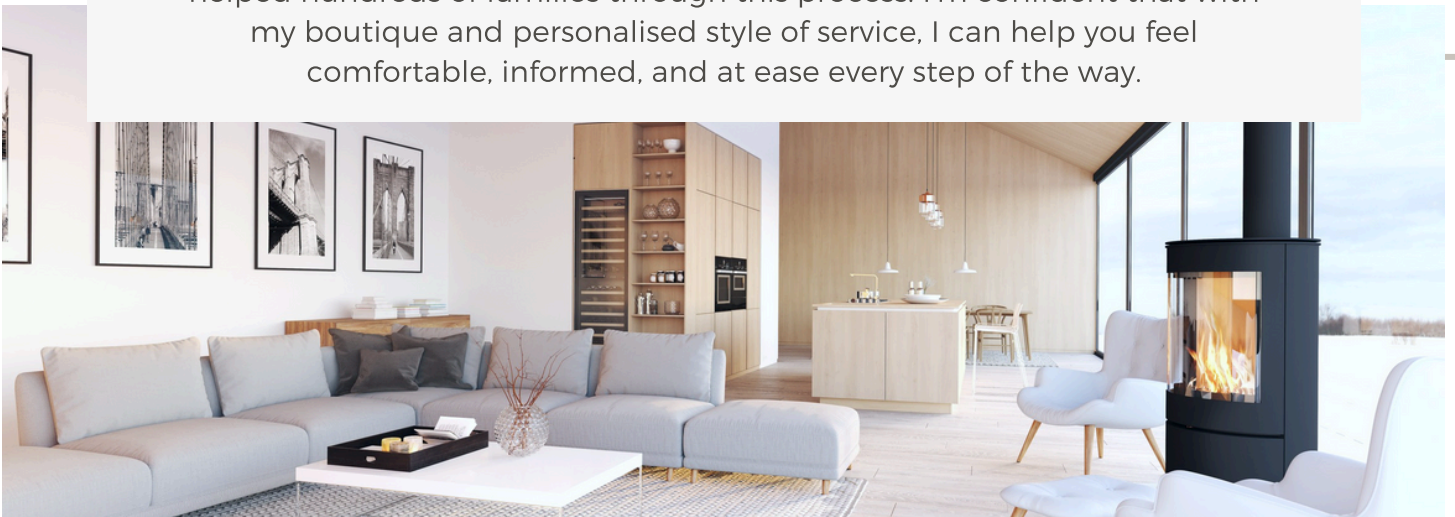
JUST A FEW THINGS I WANT YOU TO KNOW...

Selling can be an overwhelming and stressful process but I am here to guide you through this each step of the way and make this as smooth, efficient and stress-free as possible. As there are many milestones and numerous parties involved in transfers, timing and communication are key to optimizing this journey. In this booklet, you will find a broad summary of the transfer process as well as what I require from you along the way in order to streamline the process.

I AM EXCITED TO

— *guide you through this journey* —

Drawing from over a decade of experience in the conveyancing field, I've helped hundreds of families through this process. I'm confident that with my boutique and personalised style of service, I can help you feel comfortable, informed, and at ease every step of the way.



TIMELINE

WHAT YOU CAN EXPECT AND WHEN

Let me walk you through a typical timeline for your property transfer journey. While each transfer is unique, this guideline will help you prepare for what's ahead. Keep in mind that steps 2 through 5 often overlap, as they involve ongoing processes of requesting figures, finalizing payments/conditions, and receiving documents/certificates from various entities for lodgement. These steps work in tandem to ensure all necessary paperwork is in order. Remember, this timeline is flexible and may adjust to fit your specific situation.



CONTRACT RECEIVED

I receive your contract, send initial letters and information booklets out to seller/s and purchaser/s and request the information and documentation that is required to process the transfer. Once the contract is PERFECTA (irrevocably concluded), I can continue to the next steps.

PERFECTA

BOND APPROVAL
AND (if applicable)
DEPOSIT PAID/GUARANTEED

OR

FULL PURCHASE PRICE PAID/GUARANTEED



RATES AND LEVY CERTIFICATES

I will be contacting your city council and, if applicable, your body corporate or homeowners association to request clearance certificates for transfer. They'll issue us figures for payments needed, usually estimated for about 3 months ahead to cover the transfer period. Once these amounts are paid and all their conditions have been met, I'll receive the necessary certificates in order to lodge at the Deeds Office.

1

2



BOND CANCELLATION & BOND REGISTRATION

As part of the transfer process, your existing bond will need to be cancelled while the purchaser's new bond is simultaneously registered. This involves multiple attorneys, each handling a specific aspect of the transaction. As your transfer attorney, I'll act as the central point of contact, coordinating between all parties, including the bond cancellation and bond registration attorneys.

Here's how the process typically unfolds:

- I'll request bond cancellation figures from your bank, who will then appoint a bond cancellation attorney.
- Once I receive these figures, I'll share them with you and request a guarantee for this amount from the purchaser's bond attorneys. (In a cash sale, this guarantee would come from the purchaser's investment instead.)
- The purchaser will sign their bond documents at their attorney's office.
- After this, the guarantees will be issued to secure the cancellation of your current bond

3



SIGNATURE OF DOCUMENTS

Upon receipt of all necessary figures from steps 2-4 (though not necessarily all certificates), I will arrange for the signing of documents with both the seller(s) and purchaser(s). This approach ensures that you need only sign once, with all pertinent information at hand. To accommodate your schedule and preferences, I offer flexible signing options. Whether you prefer to sign at your home, office, or even over the weekend, I am committed to making this process as convenient as possible for you.



LODGEMENT AND REGISTRATION

The next step is lodgment at the Deeds Office. I'll coordinate this process with your bond cancellation attorney and the purchaser's bond registration attorney. At this point a preliminary account will be sent to you so that you have time to review and raise any queries prior to final registration. Once lodged, the deed will go through three levels of examination at the Deeds Office before reaching registration on approximately day 8-12 after lodgment. Upon successful registration, I'll promptly notify you and provide post-registration instructions.



SARS TRANSFER DUTY

An important step in our process is dealing with SARS (South African Revenue Service). I'll submit all the transaction details to them to obtain a transfer duty declaration (which will be part of the pack of documents you will sign with me). Once SARS reviews and approves these details, they'll issue the declaration. At this point, the purchaser will pay the required transfer duty. SARS will then provide a receipt which is essential for lodgement at the Deeds Office.



FINAL CHECKS

The following final checks must be completed prior to lodgement at the Deeds Office:

- Guarantees received from bond attorneys
- Guarantees delivered to and approved by bond cancellation attorneys
- Rates Clearance Certificate Received
- Levy Clearance Certificate Received
- Contractually obligated certificates received E.G. electrical compliance, gas compliance, beetle certificate or electric fence compliance.
- SARS Transfer Duty Receipted
- Documents signed and checked
- Finances checked
- Final bond and bond cancellation "go-ahead" from banks received
- Deeds Office Lodgement pack prepared

4

5

6

7

About Me

MY COMMITMENTS AS YOUR CONVEYANCER

01 FREQUENT COMMUNICATION

You will receive a weekly progress report detailing the steps attended to in that week and what to expect going forward. And if there is anything urgent that needs to be attended to, I will ensure that it is communicated to you in real-time via the communication channel/s that suit you best.

As your conveyancer, I am the middle man who will coordinate different players to achieve a smooth successful transfer and I will ensure that all parties including YOU are kept up to date throughout.

KEEP YOU IN THE LOOP WITH FINANCES

Later in the booklet, you will find a set of 'normal' costs borne by the seller in a transfer. Along the transfer process I will send these costs to you the moment they are received so that you are able to budget. I will also send a preliminary estimated final account to you upon lodgement which is subject to small changes up until the actual day of registration.

03 SECURE YOUR PERSONAL INFORMATION

Your personal information that is provided to me is kept securely on file and is only provided to parties that are essential to the transfer process eg SARS, Body Corporate, Deeds Registry

YOU ARE NOT JUST A NUMBER

You will never be just a number or just a file to me, I pride myself in going the extra mile and tailoring the experience to suit you as my client to make this a positive time. I truly care about this move that you are making because I know that selling a home is a significant and emotionally charged decision. The end of one thing is often the start of an exciting new chapter in your life, and I'm honoured to play a part in it.

As your conveyancer
**I MAKE IT MY TOP PRIORITY TO GIVE YOU AN
EXCEPTIONAL CLIENT EXPERIENCE**

About You

QUESTIONS TO HELP ME GET TO KNOW YOU

SECTION 1 COMPANY/TRUST INFORMATION

Company/Trust Name and Registration Number: _____

Company/Trust address: _____

Representative Full Name and Identity Number: _____

Representative Residential address: _____

Phone Number/s: _____

Email address/es: _____

Company/Trust Income Tax Number: _____

SECTION 2 ABOUT THE PROPERTY

For what purpose is the property currently being used?: _____

Do you have a bond registered over the property?

☐ Yes ☐ No

If yes:

Bank Name: _____

Bond Account Number: _____

If there is no bond registered over the property, do you have your original title deed?: ☐ Yes

☐ No

SECTION 3 PREFERENCE OF COMMUNICATION

☐ Phone Calls ☐ Text Messages

☐ Email ☐ Whatsapp

*you are more than welcome to select more than one option



What I Need From You

TO GET YOU STARTED ON YOUR HOME JOURNEY

It takes a staggering amount of paperwork to sell a house. Your head might be swimming keeping track of it all, but don't worry! I will collect and monitor much of the paperwork. To get started with any transfer, we will need the following documents from you:

COMPANY DOCUMENTS

- 01 Certificate of Registration, Certificate of name change (if applicable), Notice of Registered Office, CIPC Confirmation Certificate and a copy of the MOI
- 02 Vat and Income Tax numbers
- 03 In respect of each director, each authorized person, and each shareholder holding more than 25% of the voting rights of the company:
 - Certified Copy of the Identity document
 - Proof of residential address
- 04 Proof of Banking Details (for the proceeds to be paid into)

OR

TRUST DOCUMENTS

- 01 Copy of the Trust Deed and Letters of Authority
- 02 Income Tax number for Trust
- 03 In respect of the Founder, each Trustee, each authorized person, and each beneficiary of the Trust:
 - Certified Copy of the Identity document
 - Proof of residential address
- 04 Proof of Banking Details (for the proceeds to be paid into)

HOUSE DOCUMENTS

- 01 Copy of Title Deed (if you have the original)
- 02 Most recent Rates & Taxes account
- 03 Most recent Levy account (if applicable)
- 04 Most recent Water and Electricity accounts



- 05 Electrical Compliance Certificate
- 06 All other contractually required Compliance Certificates

“ TO HELP ME SERVE YOU BETTER, I ALSO KINDLY ASK FOR
YOUR FULL COMMITMENT THROUGHOUT YOUR *transfer journey!* ”

The Seller's Expenses

WHAT EXACTLY DO YOU NEED TO BUDGET FOR

01

ESTATE AGENT'S COMMISSION

Let's talk about your Estate Agent's commission and what you need to know:

- The commission amount is already set in your sale agreement. No surprises there!
- The commission kicks in once the contract becomes "PERFECTA" (irrevocably concluded).
- At this point, I'll step in and provide an undertaking to your estate agent. This is basically a promise that their commission will be paid from the money you receive from the sale.
- The actual payment happens on the day the property is officially registered in the new owner's name(s).

BOND CANCELLATION

If you have a mortgage bond registered over the property, this will need to be cancelled simultaneously with the transfer. So how does this work in practice?:

- We will request your cancellation figures from your bank and they will, in turn, appoint bond cancellation attorneys to handle the transaction.
- The attorney fees for the bond cancellation (approx R5000 - R6000) as well as the bond cancellation itself will be deducted from your proceeds of sale.
- Please do not stop your debit order for your bond. Any excess paid over to the bond cancellation will be refunded to you approximately 3 working days after registration. (timeline subject to the specific bank's turnaround times)

**Please note that these figures will include penalty fees from the bank if you have not informed them of your intention to cancel your bond 90 days prior to transfer.*

02

03

RATES AND LEVY CLEARANCE

Rates Clearance and Levy Clearance figures will be requested from the City Council and Body Corporate/Home Owners Association (if applicable). These are normally estimated 3 months in advance to allow for transfer. The Seller/s bear the costs for this as registration is not an exact date.

- What about overpayment?
 - Don't worry, You'll get refunded for any extra amount you've paid.
 - The refund process can vary, so I'll explain the specifics for your case when we get there.
- Pro tip:
 - Once we've paid these clearance figures, your accounts will be in credit.
 - This means you can hold off on making regular payments until after registration.

COMPLIANCE CERTIFICATES

Your contract will most likely list the compliance certificates that are applicable in your specific contract. These can include one or multiple of the following:

- Electrical Compliance
- Electric Fence Compliance
- Gas Compliance
- Beetle Compliance
- Plumbing Compliance

If you require any assistance with finding a compliance expert to sign these off for you, don't hesitate to ask, I am here to help

04

Additional Notes

FOR IF YOU HAVE FURTHER INFORMATION OR QUERIES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I'M SO EXCITED TO WORK TOGETHER
& I CAN'T WAIT TO GET STARTED

- TENEILLE MASSYN | YOUR CONVEYANCER

HELPING YOU TO TRANSFER YOUR HOME!



Teneille Massyn
ATTORNEY, NOTARY, CONVEYANCER


THANK YOU


For choosing me for the task of transferring your home. You are in the best hands.



CONTACT DETAILS

 (021) 330 5675 / 0722459145

 tm@massyninc.co.za

 www.massyninc.co.za



 **MASSYN INC**
ATTORNEY, NOTARY, CONVEYANCER

5 DURHAM CLOSE, WEST BEACH, CAPE TOWN, 7441