



**KAPLAN
BLUMBERG**

ATTORNEYS • NOTARIES • CONVEYANCERS

CONVEYANCING FEES &
GUIDELINES

AS AT 1 MAY 2023

TRANSFER REGISTRATION PROCESS

1

RECEIPT OF DEED OF SALE

1. Obtain **DEEDS OFFICE PRINTOUTS** for property and client to check for interdicts, insolvencies or other caveats that may be registered.
2. Request a **COPY OF THE TITLE DEED**
3. Apply to the municipality for **RATES CLEARANCE FIGURES** and valuation certificate.
4. **APPLY FOR LEVY CLEARANCE FIGURES** and consent from home owners association, if applicable.

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FULFILLMENT OF SUSPENSIVE CONDITIONS

1. Follow up on **Fulfillment of suspensive conditions**, eg. bond approval or sale of purchaser's property
2. Upon confirmation of fulfillment, **ISSUE CANCELLATION INSTRUCTIONS** to the Seller's bondholder, if the property is bonded
3. Collect necessary documentation from Seller and Purchaser to **DRAFT TRANSFER DOCUMENTS** for signature
4. Call for **PAYMENT OF COSTS** from Purchaser

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OBTAIN REQUIRED CERTIFICATES

1. Apply and pay for the **TRANSFER DUTY RECEIPT** from SARS
2. Apply and pay for the **RATES CLEARANCE CERTIFICATE** from the Municipality
3. Apply and pay for the **LEVY CLEARANCE CERTIFICATE** from Managing Agents, if applicable
4. Seller to provide **COMPLIANCE CERTIFICATES** as per Deed of Sale, eg. Electrical Wiring, Borer Beetle, Gas and Electric Fence Certificates

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PREPARATION FOR LODGEMENT

1. Ensure satisfactory **GUARANTEES** in place for purchase price
2. Check **FICA COMPLIANCE**
3. Upon receipt of Transfer Duty Receipt, Clearance Certificates and the original Title Deed, **SEND DOCUMENTS OFF FOR LODGEMENT**

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DEEDS OFFICE

1. Bond, transfer and cancellation instructions submitted to Deeds Office for **SIMULTANEOUS LODGEMENT**
2. The Deeds take approximately **10 DAYS TO BE EXAMINED** in the Deeds Office whereafter they come up for registration
3. The **CONVEYANCERS THEN HAVE 4 DAYS IN TOTAL TO FINALISE ANY OUTSTANDINGS** and register the instructions simultaneously.

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REGISTRATION

1. **OWNERSHIP PASSES** from Seller to Purchaser
2. Purchaser's **NEW BOND IS REGISTERED**, if applicable
3. Seller's **EXISTING BOND IS CANCELLED**, if applicable.

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DELIVERY OF DEEDS

1. The Title Deed and Mortgage Bond are released by the Deeds Office once it has been **NUMBERED AND MICRO FILMED**, which can take 4 - 6 months.
2. Once delivered, the Conveyancers will **SEND THE ORIGINAL TITLE DEED AND MORTGAGE BOND TO THE RELEVANT BANK**, if the property is bonded
3. If the property is unbonded, the Conveyancers will **SEND THE ORIGINAL TITLE DEED TO THE PURCHASER.**

TRANSFER FEES *

PURCHASE PRICE	FEES	VAT	DEEDS OFFICE	TRANSFER DUTY	TOTAL
250000	9035	1355,25	642		11032,25
300000	10010	1501,5	642		12153,5
350000	10985	1647,75	800		13432,75
400000	11960	1794	800		14554
450000	12935	1940,25	800		15675,25
500000	13910	2086,5	800		16796,5
550000	15795	2369,25	800		18964,25
600000	15795	2369,25	800		18964,25
650000	17680	2652	1126		21458
700000	17680	2652	1126		21458
750000	19565	2934,75	1126		23625,75
800000	19565	2934,75	1126		23625,75
850000	21450	3217,5	1293		25960,5
900000	21450	3217,5	1293		25960,5
950000	23335	3500,25	1293		28128,25
1000000	23335	3500,25	1293		28128,25
1100000	25220	3783	1453		30456
1200000	25220	3783	1453	3000	33456
1300000	27105	4065,75	1453	6000	38623,75
1400000	27105	4065,75	1453	9000	41623,75
1500000	28990	4348,5	1453	12000	46791,5
1600000	28990	4348,5	1453	17625	52416,5
1700000	30875	4631,25	1453	23625	60584,25
1800000	30875	4631,25	1453	29625	66584,25
1900000	32760	4914	1453	35625	74752
2000000	32760	4914	1453	41625	80752
2100000	34645	5196,75	2014	47625	89480,75
2200000	34645	5196,75	2014	55275	97130,75
2300000	36530	5479,5	2014	63275	107298,5
2400000	36530	5479,5	2014	71275	115298,5
2500000	38415	5762,25	2014	79275	125466,25
2600000	38415	5762,25	2014	87275	133466,25
2700000	40300	6045	2014	95275	143634
2800000	40300	6045	2014	105600	153959
2900000	42185	6327,75	2014	116600	167126,75
3000000	42185	6327,75	2014	127600	178126,75
3100000	44070	6610,5	2014	138600	191294,5
3200000	44070	6610,5	2014	149600	202294,5
3300000	45955	6893,25	2014	160600	215462,25
3400000	45955	6893,25	2014	171600	226462,25
3500000	47840	7176	2014	182600	239630
3600000	47840	7176	2014	193600	250630
3700000	49725	7458,75	2014	204600	263797,75
3800000	49725	7458,75	2014	215600	274797,75
3900000	51610	7741,5	2014	226600	287965,5
4000000	51610	7741,5	2014	237600	298965,5
4100000	53495	8024,25	2443	248600	312562,25
4200000	53495	8024,25	2443	259600	323562,25
4300000	55380	8307	2443	270600	336730
4400000	55380	8307	2443	281600	347730
4500000	57265	8589,75	2443	292600	360897,75
4600000	57265	8589,75	2443	303600	371897,75
4700000	59150	8872,5	2443	314600	385065,5
4800000	59150	8872,5	2443	325600	396065,5
4900000	61035	9155,25	2443	336600	409233,25
5000000	61035	9155,25	2443	347600	420233,25

* Bond and Transfer Fees are calculated in accordance with the guidelines prescribed by the Legal Practice Council.

The tables exclude rates, taxes, levies and miscellaneous disbursements. Estimates are available using the cost calculator on our website.

BOND REGISTRATION PROCESS

1

ELECTRONIC INSTRUCTIONS FROM BANK

- Obtain **Deeds Office printouts** for property and Client to check for any interdicts, insolvencies or other caveats that may be registered
- Request a **copy of the Title Deed**
- Request **FICA and other required documents from Clients**
- Request transaction details and **guarantee requirements** from transferring attorney

2

PREPARATION OF DOCUMENTS

- **Documents will be drafted** upon receipt of information from transferring attorney and FICA documents from client
- Contact client and arrange for **signature of documents and payment of costs**

3

GUARANTEES AND FICA

- **Guarantees to Bank for signature**
- Comply with the Bank's **pre-lodgement requirements** and check FICA compliance
- **Advise transferring attorneys if ready to lodge** or advise about anything preventing lodgement

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LODGEMENT OF BOND DOCUMENTS

- Bond transaction to **lodge simultaneously** with transfer transaction
- The bond and transfer documents take approximately **10 days to be examined in the Deeds Office** whereafter they come up for registration
- The Conveyancers then have **4 days in total to finalize any outstandings** and register the instructions simultaneously

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REGISTRATION

- **All linked transactions are registered** in the Deeds Office simultaneously
- The **Bank and Client are advised** of registration
- **Guarantees and bond proceeds are paid** by the Bank

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BOND DOCUMENT DELIVERY

- The Bond is released by the Deeds Office once it has been **numbered and micro-filmed**, which can take up to 4 - 6 months
- The **Title Deed is obtained** from the Transferring Attorney
- Title Deed, Bond and other **security documents are sent to the Bank**

BOND FEES *

BOND AMOUNT	FEE	VAT	DEEDS OFFICE	TOTAL
250 000,00	9035	1355,25	642	11032,25
300 000,00	10010	1501,5	642	12153,5
350 000,00	10985	1647,75	800	13432,75
400 000,00	11960	1794	800	14554
450 000,00	12935	1940,25	800	15675,25
500 000,00	13910	2086,5	800	16796,5
550 000,00	15795	2369,25	800	18964,25
600 000,00	15795	2369,25	800	18964,25
650 000,00	17680	2652	1126	21458
700 000,00	17680	2652	1126	21458
750 000,00	19565	2934,75	1126	23625,75
800 000,00	19565	2934,75	1126	23625,75
850 000,00	21450	3217,5	1293	25960,5
900 000,00	21450	3217,5	1293	25960,5
950 000,00	23335	3500,25	1293	28128,25
1 000 000,00	23335	3500,25	1293	28128,25
1 100 000,00	25220	3783	1453	30456
1 200 000,00	25220	3783	1453	30456
1 300 000,00	27105	4065,75	1453	32623,75
1 400 000,00	27105	4065,75	1453	32623,75
1 500 000,00	28990	4348,5	1453	34791,5
1 600 000,00	28990	4348,5	1453	34791,5
1 700 000,00	30875	4631,25	1453	36959,25
1 800 000,00	30875	4631,25	1453	36959,25
1 900 000,00	32760	4914	1453	39127
1 900 000,01	32760	4914	1453	39127
2 000 000,00	32760	4914	1453	39127
2 100 000,00	34645	5196,75	2014	41855,75
2 200 000,00	34645	5196,75	2014	41855,75
2 300 000,00	36530	5479,5	2014	44023,5
2 400 000,00	36530	5479,5	2014	44023,5
2 500 000,00	38415	5762,25	2014	46191,25
2 600 000,00	38415	5762,25	2014	46191,25
2 700 000,00	40300	6045	2014	48359
2 800 000,00	40300	6045	2014	48359
2 900 000,00	42185	6327,75	2014	50526,75
3 000 000,00	42185	6327,75	2014	50526,75
3 100 000,00	44070	6610,5	2014	52694,5
3 200 000,00	44070	6610,5	2014	52694,5
3 300 000,00	45955	6893,25	2014	54862,25
3 400 000,00	45955	6893,25	2014	54862,25
3 500 000,00	47840	7176	2014	57030
3 600 000,00	47840	7176	2014	57030
3 700 000,00	49725	7458,75	2014	59197,75
3 800 000,00	49725	7458,75	2014	59197,75
3 900 000,00	51610	7741,5	2014	61365,5
4 000 000,00	51610	7741,5	2014	61365,5
4 100 000,00	53495	8024,25	2443	63962,25
4 200 000,00	53495	8024,25	2443	63962,25
4 300 000,00	55380	8307	2443	66130
4 400 000,00	55380	8307	2443	66130
4 500 000,00	57265	8589,75	2443	68297,75
4 600 000,00	57265	8589,75	2443	68297,75
4 700 000,00	59150	8872,5	2443	70465,5
4 800 000,00	59150	8872,5	2443	70465,5
4 900 000,00	61035	9155,25	2443	72633,25
5 000 000,00	61035	9155,25	2443	72633,25

* Bond and Transfer Fees are calculated in accordance with the guidelines prescribed by the Legal Practice Council.

The tables exclude rates, taxes, levies and miscellaneous disbursements. Estimates are available using the cost calculator on our website.

Seller example account: Purchase Price of R1 200 000:

DESCRIPTION	DEBIT	CREDIT
By purchase price		1 200 000,00
To disbursements:		
Agent's commission (calculated at 7,5% + VAT)	103 500,00	
Amount required to cancel bond (Figures issued by Bank)	605 202,88	
Bond cancellation attorney's costs (costs differ between banks and depends on number of bonds to be cancelled)	5 500,00	
Your share of municipal rates (calculated pro rata up to date of registration)	1 580,89	
Electrical Wiring Certificate cost (excluding additional work required)	600,00	
Borer Beetle Certificate cost (if applicable - excluding additional work required)	550,00	
Gas Certificate (if applicable – excluding additional work required)	750,00	
Assistance with closing of municipal account	450,00	
To fees:		
FICA verification fee	345,00	
KYC verification fee	120,00	
Proceeds to you	481 401,23	
TOTALS	1 200 000,00	1 200 000,00

Purchaser example account: Purchase Price of R1 200 000:

DESCRIPTION	DEBIT	CREDIT
To purchase price	1 200 000,00	
By deposit received		120 000,00
By interest earned on invested deposit		1 830,13
By proceeds of bond		1 080 000,00
By pro forma transfer costs received from Purchaser		37 214,50
To fees:		
Transfer fees (as prescribed by the Legal Practice Council)	29 003,00	
FICA verification fee	345,00	
KYC verification fee	120,00	
To disbursements:		
For submitting transfer duty (online application)	126,50	
Transfer Duty (paid to SARS)	3 000,00	
Deeds Office charge	1 453,00	
Electronic document generation cost	350,00	
Deeds Office search cost	207,00	
Postage and petties	920,00	
Rates clearance certificate fee (paid to Municipality)	440,00	
Your share of municipal rates	837,27	
Assistance with closing of municipal account	1 250,00	
To refund payment to you	1 843,00	
TOTALS	1 239 057,50	1 239 057,50

Bond registration example account : Mortgage Bond of R1 200 000:

DESCRIPTION	FEE	DISBURSEMENT
To bond registration fee (as prescribed by the Legal Practice Council)	29 003,00	
To postage & petties		920,00
Receipt of electronic instruction from Bank charge (cost differs between banks)		1 299,00
To Deeds Office search cost		207,00
To electronic document generation cost		350,00
To Deeds Office charge		1 453,00
To electronic signing fee		115,00
To FICA verification fee		345,00
To KYC verification fee		120,00
TOTALS		33 812,00

WHY MAKE SELLING OR PURCHASING YOUR PROPERTY ANY MORE COMPLICATED THAN IT NEEDS TO BE?

Contact us for professional advice and assistance:



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OUR PROMISE

We pride ourselves on providing a personal and dedicated service to our clients.

We are committed to delivering on the following promises:

WE PROMISE

To get your transfer through on time. Sometimes delays are caused by other role players, over whose process we have no control. Should this happen, we further promise to make every effort to smooth away the hurdles and speed up the process, as we know that a delay in transfer date may have negative financial implications to you.

WE PROMISE

To be available for any questions or queries. We know that questions don't keep office hours, so we make ourselves available any time of the day.


WE PROMISE

To consult with you for free until the transfer is registered.

WE PROMISE

To keep you updated throughout the process. Instant messages will be sent as important milestones are reached and progress reports are sent on a weekly basis.


For your convenience, you will be able to track the milestone history and expected registration date on LexisTracker with your unique login details.



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