



# da Costa Inc.

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## SELLERS: SOME IMPORTANT TIPS TO KNOW ABOUT YOUR TRANSFER

<b>1</b>	Please don't make any more RATES payments to the council FROM THE TIME WE SAY WE HAVE DRAFTED YOUR DOCUMENTS as this is when we apply to the council for the rates figures. We will be required to pay the council the arrear, existing and future rates in order to obtain our clearance certificate and we want to avoid making duplicate payments as obtaining a refund from them is no small task. If in doubt please call us to discuss.
<b>2</b>	Please continue to pay the ELECTRICITY (and water, if applicable) so as to ensure your services are not terminated.
<b>3</b>	Please do NOT have your electricity terminated on the property without first speaking to us as the council (Ethekeeni Municipality) will not allow the buyer to open an electricity account until the transfer has lodged.
<b>4</b>	When you vacate your property please do an electricity metre reading and report same to the council.
<b>5</b>	Please do not make any assumptions about when the transfer will register. Before you make any plans or vacate the property please first contact our offices to discuss.
<b>6</b>	Please note that should you have a bond registered over the property and there is a balance owing to the bank we will end up paying the bank more than you would expect. This is because the bank issue us figures at the beginning of the transfer which are, by the time the transfer registers, outdated. What this means is that you will end up receiving a refund from the bank a few weeks after transfer so please don't be alarmed when you see the settlement amount in our final account.
<b>7</b>	Please continue to pay your bond instalments (if applicable) until transfer.
<b>8</b>	<p>Please note that there are a few instances of where delays may be caused to your transfer which you need to be aware of:</p> <ul style="list-style-type: none"><li>a. There may be a backlog with the council in obtaining rates figures and the clearance certificates;</li><li>b. SARS may require you to update your tax number and / or Identity Number and if so we will advise you and ask you to visit your local branch to update same;</li><li>c. Often the bond registration process is a longer process to finalise than the transfer process and we may end up waiting for the bond attorneys to get ready to lodge (if applicable).</li></ul>

Your professional, personal and efficient conveyancing firm.

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