



DHOOGHE LAW

Attorneys • Notaries • Conveyancers

THE CONVEYANCING PROCESS

PARTIES ENTER INTO SALE AGREEMENT

BOND REGISTRATION

Bond Attorney receives instruction from bank to register a new bond

Request draft title deed and guarantee requirements from Transfer Attorney

Once draft deed and guarantee requirements received, prepare guarantees and bond documents

1. Purchaser to sign bond documents
2. Purchaser to pay bond registration costs

Send guarantees to Transfer Attorney

TRANSFER OF THE PROPERTY

Transfer Attorney instructed by Estate Agent

1. Request relevant supporting documents from seller and purchaser
2. Obtain rates clearance figures
3. Request cancellation figures from bond cancellation attorneys

Rates clearance figures received, request payment from Seller

Copy of title deed and cancellation figures received.
Prepare/draft transfer document

Provide Bond Attorneys with guarantee requirements & draft title deed

1. Parties to sign transfer documents
2. Purchaser to pay transfer costs
3. Obtain Rates Clearance Certificate & transfer duty receipt

Guarantees received and sent to Bond Cancellation Attorneys

BOND CANCELLATION

Bank receives instruction to cancel existing bond

Bank calculates bond cancellation costs and instructs Bond Cancellation Attorney

Copy of title deed, together with cancellation figures sent to Transfer Attorney

Guarantee received from Transfer Attorney

Documents prepared for lodgment in the Deeds Office

REGISTRATION IN THE DEEDS OFFICE