THE TRANSFER PROCESS

OFFER TO PURCHASE
(Seller, Agent, Purchaser, Bond Originator)

Seller & Purchaser signs
Offer to Purchase / Agreement of Sale

Sends a Copy of Agreement of Sale to Purchaser's Bank for Home Loan / Bond Approval.

PROPERTY IS PLACED ON THE MARKET BY SELLER / AGENT
Seller Give a 90 Day Notice to Bank.

BOND IS APPROVED BY BANK
Bank Instructs Bond Attorneys

Seller Selects & Appoints Transferring Attorney

BOND REGISTRATION PROCESS

TRANSFER PROCESS

BOND CANCELLATION PROCESS

BOND REGISTRATION ATTORNEYS

TRANSFERRING ATTORNEY

INITIAL STEPS:
1. Request Cancellation Figures and Release of Title Deed from Bond Holder.
2. Obtain Levy/ Rates Clearance Figures.
3. Obtain Supporting Documentation from Seller and Purchaser.

BOND HOLDER:
1. Receives Request.
2. Calculates Amount Outstanding on Seller's Mortgage Bond / Home Loan.
3. Issues Cancellation Figures and Title Deed to Bond Cancellation Attorney.

INITIAL STEPS:
1. Request Copy if Title Deed and
2. Guarantee Requirements from Transferring Attorney.

Rates/Levy Clearance Figures Received. Obtain Cover from Parties.

BOND CANCELLATION ATTORNEY

Receive Copy of Title Deed and Cancellation Figures from Bond Cancellation Attorneys. Draft Transfer Documents.

INITIAL STEPS:
1. Forward Copy of Title Deed and Cancellation Figures to Transferring Attorney.
2. Will need Guarantee for Amount Required to Cancel Bond.

Receive Guarantee Requirements and Copy of Title Deed.

Provide Bond Registration Attorneys with Guarantee Requirements and Copy of Draft Title Deed.

Prepare Guarantees and Bond Registration Documents.

SUBSEQUENT STEPS:
1. Purchaser and Seller to Sign Transfer Documents.
2. Purchaser to Pay Transfer Costs.
3. Obtain Transfer Duty Clearance.
4. Obtain Rates / Levy Clearance Certificate.

Purchases Signs and Pays Bond Registration Costs.

Forward Guarantees to Transferring Attorney

Receipt of Guarantees - Forward to Bond Cancellation Attorneys

Receive Cancellation Guarantee

READY TO LODGE

READY TO LODGE

READY TO LODGE

ARRANGE SIMULTANEOUS LODGEMENTS IN DEEDS OFFICE

DEEDS OFFICE:
1. Examination of Deeds.
2. Transactions on "prep"
3. Registration of Transactions.

POST REGISTRATION:
1. Seller to close Utilities Account.
2. Seller to Arrange for Refund and Inform Transfer Conveyancer of the Amount to Receive from Municipality.

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