



## INFORMATION GUIDE TO CONVEYANCING

**An informed client is a happy client! Please read this.**

This information guide has been prepared for you so that you may understand the process which has now commenced and more particularly understand what can be expected of the process in its entirety; what you can expect of us as the Conveyancers appointed to attend to the transfer of ownership of the property which has been bought and sold and what we expect of you. It is our conviction (based on many years of experience) that the most common cause of frustration and unhappiness with the conveyancing process is a lack of proper understanding by the parties of these matters.

We also know from experience that although we might stress to the parties the importance of gaining the required understanding, many are reluctant to read an overly long explanation. We have therefore divided this guide into two parts. The first is a "**Quick Guide**" which highlights some of the more important aspects and the second is a **Comprehensive Explanation**. **We urge you to, at very least, read the "Quick Guide"**.

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### PART A – THE QUICK GUIDE

(We have included references to the Comprehensive Explanation where appropriate)

1. **Who are we and what can you expect of us-**

- 1.1 We are the conveyancing attorneys who have been appointed by the Seller to deal with the transfer of ownership of the property to the Purchaser thereof. In this role we will be interacting with a host of other persons and entities whose cooperation and efficiency we depend upon.
- 1.2 Although this firm has built its reputation on processing property transfers faster than most and although we will do our best to coordinate the activities of all of the above role players, we cannot predict which of the above parties (if any) might drop the ball and therefore cannot promise when your transfer will be registered. A normal property transfer where all the parties work reasonably efficiently **takes between 2 to 3 months from the date on which all suspensive conditions are fulfilled.**
- 1.3 We will report to you on a regular basis on the progress of the transfer so that you may be kept abreast of problems and the expected date of registration. These reports will constitute our best guesstimate based on the facts at that time of when we anticipate registration to occur, but not a promise.
2. What do we expect of the Seller of the property (in no particular order) -
  - 2.1 Make yourself available to sign required transfer documents when called on.
  - 2.2 Provide to us such documentation which we might ask for as quickly as possible.
  - 2.3 Provide the correct account number for your existing bond to us as soon as possible and if you don't have a bond deliver your original Title Deed to us as soon as possible.
  - 2.4 Make sure that all the certificates which you have promised the Purchaser are delivered to us as quickly as possible.
  - 2.5 If you have promised to do any work on the property, then make sure that the work is done as soon as



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- possible.
3. and that the Purchaser has been given an opportunity to inspect it well before transfer is expected. In addition, make sure that, on hand over to the Purchaser, the property is in the same condition as when it was sold.
  4. 2.6 Pay to Van Deventer & Van Deventer Incorporated (and not to the Municipality) the amount required for the Municipality rates clearance without delay.
  5. What do we expect of the Purchaser of the property (in no particular order) -
  6. Make sure that you understand what you have promised to pay, when payment is due and then make payment timeously. This includes deposit, costs of transfer and occupational interest.
  7. Ensure that bankers' guarantees of payment, if promised in the sale agreement, are produced within the timeframes promised.
  8. Make yourself available to sign required transfer documents when called on.
  9. Provide to us such documentation which we might ask for as quickly as possible.
  10. If you are taking a bond then ensure that you apply timeously for the bond, supply all required documents to the bank or mortgage originator required for the bond application and attend at the office of the attorneys who will be instructed by your bank to prepare your bond documents to sign the documents. Make sure that their account is settled without delay and that you deliver to them all documents which they ask for.
  11. If the Seller has promised to do any work on the property, then make sure that you are given an opportunity to inspect it well before transfer is expected.

Appreciate that you have probably purchased the property voetstoots and that submitting complaints about defects in the property to us is unlikely to be sympathetically received.

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We thank you for making use of our services and should you require any further assistance, we invite you to contact any of our Property Department Directors namely:

**Cor van Deventer** 0824436301 or [cor@vandeenters.law](mailto:cor@vandeenters.law) or

**Arno van Deventer** (0828560899 or on email [arno@vandeenters.law](mailto:arno@vandeenters.law) )

Please also feel free to visit our website [www.vandeenters.law](http://www.vandeenters.law) for further information.