

## AFTER REGISTRATION PROCESS

### Congratulations on the Sale and Purchase of your Property!

Herewith the information pertaining to the processes followed after registration of your property have been effected.

#### MUNICIPAL ACCOUNTS

**Rates and Taxes Account:** The Transferring Attorneys will notify the City Council that the property has been registered to the Purchaser's name, after which the City Council will proceed to close the Seller's current Rates and Taxes account and open a new account for the Purchaser.

Once the Seller's current Rates and Taxes account has been closed, the Council will attend to the finances/journals on the Seller's account and process a refund for all overpaid amounts to the Seller. It however remains the Seller's own responsibility to follow up with the repayment from the Council.

The Purchaser's must make provision for the monthly Rates & Taxes levied on their new property, from date of registration up until the date that they receive their first Rates and Taxes account. They should be prepared to only receive their first account within 6 (six) months from date of registration. Should the Purchaser's not receive their Rates and Taxes account from the Council, it remains their responsibility to attend to the Council's office to ensure that the account is issued and sent to the correct email or postal address.

**Water & Electricity Account:** In terms of the Regulations of the of the City Council, the Seller is required to attend to their offices personally to close the current Water & Electricity Account and to receive their initial deposit from the City Council. The Purchaser will then also need to attend to the City Council's office personally to open their new Water & Electricity Account and to pay the required initial deposit to the Council.

Should the property's utilities be managed by another supplier (i.e. – Impact Metering) the Seller and Purchaser will be required to contact them directly to assist in the closure and opening of their utility account.

#### BODY CORPORATE / HOME OWNERS ASSOCIATION

Should there be a Body Corporate or Home Owners Association, the Transferring Attorneys will notify the Body Corporate or Home Owners Association that the property has been registered into the Purchaser's name and provide them with the contact details of the new owners.

The Body Corporate or Home Owners Association will proceed to close the Seller's current account and refund all overpayments pertaining to the levy clearance figures directly to the Seller. Thereafter, the Body Corporate or Home Owners Association will contact the Purchaser's directly by sending the monthly levy statements to the Purchaser's nominated email or postal address.

#### ORIGINAL TITLE DEED

Once the Transferring Attorneys receive the original title deed from the Deeds Office, they will deliver the original title deed to the client or in the case were a mortgage bond is registered, they will deliver same to the relevant bank. It can take up to 3 weeks for the Deeds Office to process delivery of the original title deed, as the document will first be scanned to the Deeds Office data system.

#### ELECTRICAL COMPLIANCE CERTIFICATE / GAS CERTIFICATE / ELECTRIC FENCE

The Transferring Attorney will arrange with the new owners to collect the original certificates or a certified copy from their office. Should the original certificates be in the possession of the Estate Agent, the Estate Agent will arrange delivery thereof to the Purchaser's.



**THANK YOU FOR TRUSTING NR NAGEL ATTORNEYS  
WITH THE TRANSFER OF YOUR PROPERTY**

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