



SNYMAN'S INC
ATTORNEYS



BUYER PROPERTY TRANSFER *CHECKLIST*



South Africa |
*Prepared by Snymans
Inc Attorneys*



Buying a property is more than signing an offer. This checklist helps you understand what happens, when it happens, and why it matters.

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1 FINANCIAL READINESS

□ **Credit profile checked**

Buyers should review their credit record before applying for a bond to avoid surprises that delay approval.

□ **Bond pre-approval obtained**

This gives you a realistic budget and strengthens your offer.

□ **Deposit available (if applicable)**

Deposits are often required upfront and may be held in trust.

□ **Transfer and bond costs budgeted**

These include transfer duty, conveyancing fees, Deeds Office fees, and bond registration costs.

□ **Cash flow planned for occupation**

Occupation may occur before registration, which can mean occupational rent is payable.

□ **Moving and settling-in costs planned for**

Budget for moving expenses, connection fees, cleaning, immediate repairs, furniture, appliances, and other setup costs after occupation.





2 BEFORE YOU SIGN THE OFFER TO PURCHASE



- **Property research completed**

Understand the area, zoning, comparable prices, and long-term value.

- **Sectional title or Homeowners Association (HOA) rules reviewed (if applicable)**

Review the rules, as they may affect pets, rentals, renovations, and levies.

- **Levy amounts and special levies disclosed**

Important for budgeting and affordability.

- **Fixtures and fittings confirmed**

What stays and what goes must be clearly listed.

- **Suspensive conditions understood**

Common examples include bond approval or sale of an existing property.

- **Risk and insurance commencement understood**

Understand when risk passes to the buyer and when insurance should become effective.

- **Property Condition Report reviewed and accepted**

Ensure you have read and understood the seller's Property Condition Report and are satisfied with the disclosed condition of the property before signing the Offer to Purchase.

- **Voetstoots clause understood**

Buyers need to know the property is sold "as is," subject to latent defects and disclosure obligations.



3 ONCE THE OFFER IS ACCEPTED

□ **Instruction received by conveyancers**

The transfer process officially begins.

□ **Sale type confirmed**

- Cash
- Bond
- Subject to sale of another property

□ **Deposit paid (if applicable)**

Pay the deposit by the date specified in the Offer to Purchase, usually into the transferring attorney's trust account.

□ **Bond application submitted (if applicable)**

Submit the bond application promptly and provide all supporting documents required by the bank.

□ **Bond quotation accepted and final approval received**

Review and accept the bank's quotation and ensure that all conditions of the bond approval are met.

□ **Bond documents signed and guarantees issued**

Sign the bond registration documents with the appointed bond attorneys. Once the bank's requirements have been met, the necessary guarantees can be issued to secure payment of the purchase price.



4 **LEGAL &** COMPLIANCE STAGE

- ❑ **Transfer documentation signed**

These are the legal documents required for registration.

- ❑ **Pay pro forma transfer and bond costs**

An estimated breakdown of all transfer-related costs.

- ❑ **Transfer duty paid**

A statutory tax payable to SARS on qualifying transactions.

- ❑ **Compliance certificates received**

These confirm the property meets legal safety requirements.



5 REGISTRATION & AFTER

□ **Property lodged at the Deeds Office**

This is where ownership is formally transferred.

□ **Registration confirmed**

You are now the legal owner.

□ **Final statements issued**

All costs are finalised and balances settled.

□ **Occupancy handover arranged**

Confirm key handover, alarm codes, remotes, gate access, and inspection of the property on occupation.

□ **Utility accounts activated and arrangements confirmed**

Ensure electricity, water, refuse, internet, and other service arrangements are active and ready for occupation to avoid interruptions after transfer.

□ **Body corporate / HOA account details and arrangements confirmed (if applicable)**

Confirm that levy accounts, access procedures, contact details, conduct rules, and any ownership administration requirements have been updated following registration.

IMPORTANT NOTE & DISCLAIMER

This checklist is a general guide to the South African property transfer process. Each transaction is unique and may involve additional legal, financial, or compliance requirements. Timelines can be affected by banks, municipalities, Deeds Office processes, and third parties. Snymans Inc Attorneys provides expert legal guidance throughout the transfer process to protect your interests and ensure compliance at every stage.



What Causes Delays? (Buyer)

Common issues that slow down registration

- **Bond approval delayed**

Incomplete documents or changes in employment or credit status can delay bank approval.

- **Deposit paid delayed**

Transfer cannot progress if contractual payments are missed.

- **Outstanding FICA documents**

Attorneys are legally required to verify identity and source of funds before proceeding.

- **Transfer duty paid late**

SARS clearance is essential before lodging at the Deeds Office.

- **Changes to the deal after signing**

Renegotiations, addendums, or changes to occupation dates often reset timelines.

- **Bank guarantee delays**

Banks follow strict internal processes and timeframes when issuing guarantees.

Respond promptly to document requests and avoid major financial changes during the transfer process.

- Keep these documents safe:
- Offer to Purchase
- Final account
- Compliance certificates
- Transfer duty receipt (if applicable)
- Rates/levy clearances
- Registered title deed information





Who Does What? (At a Glance)

Buyer

Obtains financing (if applicable), pays transfer and bond costs, submits required documents, signs paperwork, and prepares for occupation.

Seller

Provides required information and compliance certificates, settles rates and levies, signs transfer documents, and makes arrangements for occupation and handover.

Conveyancer

Manages the legal transfer process, prepares transfer documents, obtains required clearances, and coordinates all parties through to registration.

Banks

Assesses and approves the bond application (if applicable), issues guarantees, and registers the bond over the property.

Bond conveyancer

Manages the bond registration and coordinates with the transferring attorney.