

CONVEYANCING PROCESS

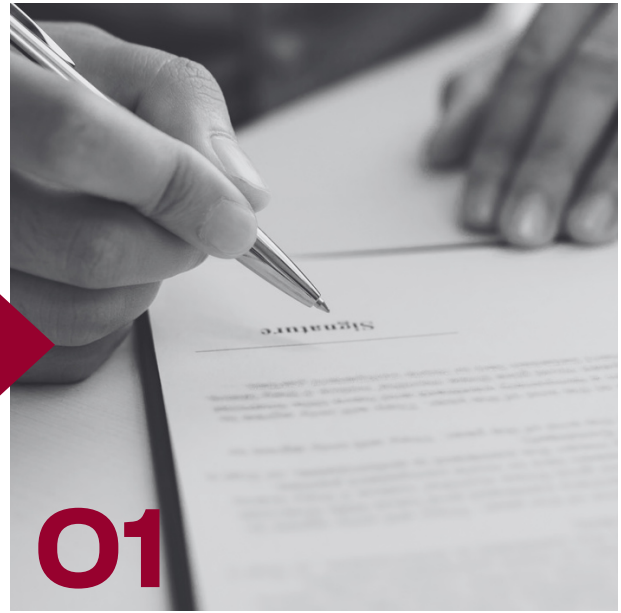
STEP-BY-STEP



GILLAN & VELDHIJZEN INC
LAW FIRM | CORPORATE & COMMERCIAL SPECIALISTS

OFFER TO PURCHASE & AGREEMENT OF SALE

- The purchaser makes an offer to purchase the seller's property.
- Seller accepts the offer, thereby creating a binding Agreement of Sale
- Pay deposit or pay purchase price in cash or apply for bond finance

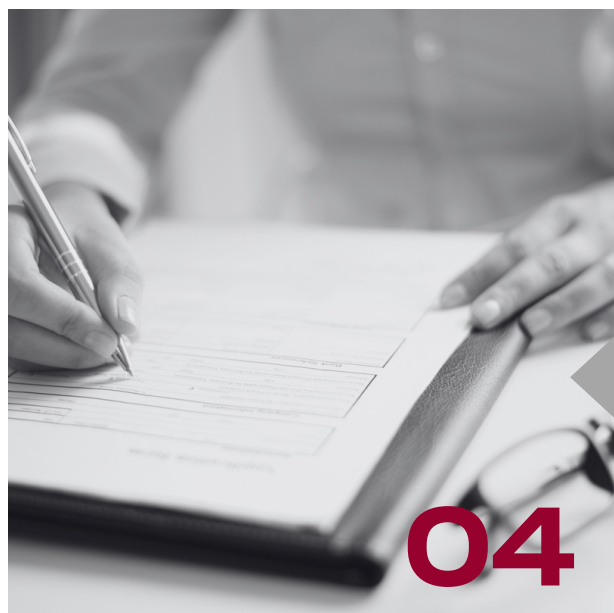


BOND ATTORNEY

- Bond attorneys are appointed by the bank to attend to the bond.
- Obtain draft deed and guarantee requirements from transfer attorney.
- Obtain FICA documents & request information from the Purchaser.
- Draft bond documents which purchaser signs.
- Bond attorney requests payment of costs.
- Guarantee issued and sent to transfer attorney
- All bond documents sent to bank.
- Await bank confirmation to proceed.

TRANSFER ATTORNEY

- FICA documents and relevant information requested from seller and purchaser.
- Bond cancellation figures and requirements and title deed requested from existing bond holder.
- Request rates clearance and/or levy clearance.
- Transfer documents are drafted and signed by the parties.
- Request payment of costs and transfer duty.



BOND CANCELLATION ATTORNEY

- Receive instruction from the bank to cancel existing bond.
- Original title deed and bond documents to be obtained from the bank.
- Request guarantee and costs.
- Draft consent to cancellation.

PRE-LODGEMENT

- Guarantees received from bond attorney/bank or balance of purchase price paid.
- Guarantee sent to bond cancellation attorney.
- Obtain compliance certificates, transfer duty receipt and rates clearance certificate.



LODGEMENT & REGISTRATION

- Ensure simultaneous lodgement of documents at Deeds office.
- Examination of deeds and registration.
- Upon registration the deed is retained by the bank for the purposes of security if there is a bond.
- If there is no bond, the original title deed will be provided to the new owner once delivered by the Deeds Office.
- The estate agent only receives commission on registration.