# Buying a property?

Follow our easy step-by-step guide.



ATTORNEYS

EYS CONVEYANCERS

**NOTARIES PUBLIC** 

### **Buying? What to do next:**

- Find a reputable Estate Agent

  Choose an estate agent in the area where you would like to buy.
- Prepare a budget

  Check what you can afford by way of cash and/or bond and moving expenses.
- Identify the property you would like to buy
  Find the right property at the right price.
- Make an offerYour estate agent will assist you in completing the sale agreement.
- You're ready to move forwardOnce the seller accepts your offer, apply for your bond.

When you make a written offer to purchase...

BEFORE YOU SIGN, read the agreement carefully to ensure that all eventualities have been covered, or contact a WOODHEAD BIGBY Attorney.



## The Transfer Process

What does a Conveyancing Attorney do?

1. 2.

#### Documentation (1-4 weeks)

The signed Sale Agreement will be sent to the Conveyancing Attorney. They will request further documentation required and provide you with a breakdown of costs.

Once all information has been gathered they will draft the new Title Deed

Clearance (4-8 weeks)

Your Conveyancing Attorney will contact the Municipality, Body Corporate, SARS and other relevant organisations to collect all necessary clearance certificates and guarantees.

3.

#### Submission (1 - 3 weeks)

Your Conveyancing Attorney submits the transfer documents for registration to the Deeds Registry.

On registration, your Conveyancing Attorney will finalise all accounts and make payments in terms of the Sale Agreement.

Each transfer is unique and time frames do vary.

If you have any further queries relating to the transfer process, be sure to contact a **WOODHEAD BIGBY Conveyancing Attorney**. mail@woodhead.co.za / +27 31 360 9700





#### Get the advantage - contact us today.

Telephone: +27 31 360 9700 Fax: +27 31 566 3471

Physical: 92 Armstrong Avenue

La Lucia, 4051

Post: PO Box 433, La Lucia, 4159

KwaZulu-Natal, South Africa

Docex: 21 Umhlanga

Email: mail@woodhead.co.za Website: www.woodhead.co.za

ATTORNEYS

CONVEYANCERS NOTARIES PUBLIC