

# BASIC SALES PROCESS

PRESENTED BY MEGAN PRIOR

**PropDirect**  
REAL ESTATE SIMPLIFIED

CANVASSING PHASE

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# **CANVASSING PHASE:**

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**CANVAS FOR PROPERTIES ON CMA INFO, IN PERSON,  
PROPERTY 24 ETC.**

# MANDATE PHASE: \_\_\_\_\_

1. CMA REPORT ON PROPERTY

2. SIGNED MANDATE (OPEN, DUAL, EXCLUSIVE)

3. LISTING SHEET, LISTING PHOTOS, PROPERTY

DESCRIPTION

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# **LISTING/MARKETING PHASE:**

- 1. LIST PROPERTY ON BASE AND NOTIFY ADMIN OR MANAGER. (PLEASE ENSURE THAT YOU LIST WITH ALL RELEVANT INFO)**
- 2. LISTING IS CHECKED, ACTIVATED AND POSTED ON PLATFORMS + SOCIALS.**
- 3. AGENTS MUST ALSO MARKET THE LISTING IN THEIR CAPACITY I.E. ON SOCIALS, SEND TO CONTACTS, BOARDS ETC.**

# SELLING PHASE:

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**ONCE YOU HAVE FOUND A BUYER, THE FOLLOWING STEPS WILL APPLY:**

**1. OFFER TO PURCHASE, TO BE FILLED IN AND SENT KARIEN. KARIEN WILL CHECK AND IT WILL THEN BE SIGNED BY THE PURCHASER.**

# **SELLING PHASE:**

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- 2. THE OTP IS THEN SENT/PRESENTED TO THE SELLER TO SIGN (REMEMBER OTPS MUST BE SIGNED IN PERSON AND NOT ELECTRONICALLY)**
- 3. SEND A COPY OF THE FINAL OTP TO ADMIN. KARIEN AND ADMIN WILL CHECK FINAL OTP BEFORE IT IS SENT TO THE CONVEYANCERS.**
- 4. OTP WILL THEN BE SENT TO THE RELEVANT ATTORNEY**

# SELLING PHASE:

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**5.A COPY WILL ALSO NEED TO BE SENT TO THE BUYER AND SELLER. (THIS IS VITAL, ESPECIALLY IN THE EVENT OF THE BUYER HAVING TO APPLY FOR A BOND)**

**6.THE ATTORNEY WILL THEN SEND COMMUNICATION TO THE RELEVANT PARTIES, AND IN THE CASE OF THE BUYER, GIVING THEM THE RELEVANT ACCOUNT DETAILS FOR DEPOSITS TO BE PAID ETC.**

# CONVEYANCING PROCESS:

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**PLEASE REFER TO HANDOUT**



# BUYER COSTS

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- CONVEYANCING FEES
- TRANSFER COSTS
- TRANSFER DUTY (ON PROPERTIES OVER R1MILLION)
- BOND COSTS (IF REGISTERING A BOND)
- POSTAGE AND PETTIES
- RATES/LEVY CLEARANCE CERTIFICATE
- PRO-RATA RATES/LEVIES
- ELECTRONIC FACILITATION FEE
- FICA FEE
- APPLICATION OF WATER CERTIFICATE ( IF APPLICABLE, IT DEPENDS ON WHICH MUNICIPALITY)
- OCCUPATIONAL RENTAL (IF PURCHASER MOVES IN BEFORE TRANSFER NB: THE SELLER MAY ALSO STAY ON AFTER DATE OF REGISTRATION IN WHICH EVENT THE SELLER WILL BE LIABLE FOR OCCUPATIONAL RENTAL TO THE PURCHASER)

# SELLER COSTS

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- AGENT/AGENCY COMMISSION (USUALLY INCLUDED IN THE PURCHASE PRICE)
- LEVY OWED TO BODY CORPORATE (ALSO CALCULATED PRO-RATA JUST AS THE WAY RATES IS CALCULATED)
- REPAIRS/RENOVATIONS AS AGREED IN OTP
- BOND CANCELLATION FEE (IF PROPERTY IS BONDED)
- PENALTY BOND INTEREST - IF THREE MONTHS' WRITTEN NOTICE IS NOT GIVEN TO THE BANK TO CANCEL THE SELLER'S BOND (EQUATES TO APPROXIMATELY A BOND INSTALMENT FOR EACH COMPLETED MONTH OF NOTICE NOT GIVEN OR PRO-RATA THEREOF)
- CERTIFIED COPY OF TITLE DEED - IF ORIGINAL MISPLACED.
- ANY ARREARS RATES AND SERVICES
- CERTIFICATES (ENTOMOLOGIST, ELECTRICAL, GAS)

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