

Seller/s to do or check list
When listing your Property!



Important points

- ___ Inform my current Mortgagee that you are selling to avoid penalties on cancelation fee.
- ___ Decide if you want to sell with Sole Mandate or Open Mandate
- ___ **Sole Mandate:** You give 1 agency the exclusive right to market your property.
- ___ **Open Mandate:** You gave all the agents the right to market your property.
- ___ **Multi Mandate:** You give a lot of agents that work in a group a mandate. Example is MLS.
- ___ Get the correct price to market your property against? Duvenhage Properties can supply you.
- ___ Set a market related Price.
- ___ Decide on what attorney you want to use. According to law, the Seller have the right to use his attorney, however if your attorney doesn't specialise in Conveyancing, rather use the agents attorney.
- ___ Keep register / Note what agents bring what clients. If a client was introduced to your property by an Agency, you cannot sell the property to that client thru another agency. You will be liable for Double commission.



Important points to get ready for marketing

- ___ Get your house and yard neat and clean for marketing photos. Most buyers come from internet.
- ___ First impression is very important. Buyers are judging homes by pictures.
- ___ Indoor lighting is important. Put on as many lights possible in room. Open The curtains
- ___ When agent list your property, give him as much information as possible. Tell the agent, what the focal point why you bought the property was.
- ___ Check your roof for leaks. Seal or get house insurance to repair and give water damp certificate.
- ___ Clean out and straighten gutters and downpipes and replace missing pieces or connectors.
- ___ Make sure address for post is changed to new address.



When agent brings clients for viewing!

- ___ Complete your client register of what client viewed the property.
- ___ Clean your yard. Pick up the dog's faeces. Repair pet damages. Wash away urine soak marks in driveway.
- ___ It's best that pets are removed from the premises when possible. Also keep in mind that the buyer need access to the entire home, so the garage and backyard are not a great idea.
- ___ Make all exterior doors accessible. Provide keys or unlock all out-buildings and sheds.
- ___ Make sure all interior areas are accessible. Don't keep the pets there. The buyer would want access.
- ___ If in a complex / Sectional Title Property, get a copy of financial statements, the bank will ask for it.
- ___ A copy of the complex rules.
- ___ Wash exterior with pressure washer, or a hose with a sprayer and scrub brush.
- ___ Determine if home needs a paint job or new siding or just to freshen up trouble spots with paint.
- ___ Wash windows inside and outside.

- ___ Patch driveway and walkways, or resurface if it is too damaged.
- ___ Add greenery or plants to the garden if it looks dull.
- ___ Replace broken doors or doors with holes.
- ___ Replace broken / cracked windows.
- ___ Make sure all plants or fixtures that you want to take with are marked and mentioned.
- ___ Turn on sprinklers system to show it work.
- ___ Assure that all door locks are operable and open and close.
- ___ Clean bathroom and kitchen tiles and remove soap, mildew, mold and lime deposit from the shower, tub and sink.
- ___ Make sure light switches is clean and in working condition.
- ___ Remove all unwanted spots on carpets or shampoo the carpets.
- ___ Clean all light fixtures.
- ___ Remove children toys from view, put away as well as all things that does not add appeal to the room.
- ___ Deodorize the rooms, dishwasher, garbage disposal & refrigerator.
- ___ Create curb appeal by trimming bushes and mowing the lawn.



Documents required from Seller (FIC Act)

- ___ All registered parties Identity document. If new ID card both sides.
- ___ If the property is registered as Juristic Person (CC / Company / Trust) the documentation that show all the members and their details.
- ___ Copy of Marriage Certificate (If applicable).
- ___ Antenuptial Agreement (If Applicable).
- ___ Municipal Statement. Water & Lights account. For account number and Proof of address.
- ___ Copy of rates account.
- ___ Mortgage bond account number (If applicable).
- ___ If no outstanding debt, copy of Deed of Transfer or Title Deed.
- ___ SARS Income Tax Number.
- ___ Copy of Levy Statement
- ___ NHBRC certificate (If house is less than 5 year old)
- ___ Occupation certificate. (if property is less than 5 years old)
- ___ Electrical Compliance certificate. (COC) Act no 85 of 1993
- ___ Electrical fence certificate (if applicable) Electrical Machinery regulation 12/2011, act no 85 of 1993
- ___ Gas compliance certificate (If applicable) Certificate of Conformity, section 17 (3). Notice R734 of 15 July 2009.
- ___ Fire Protection Certificate if there is a thatched roof Municipal systems Act no 32 of 2000



What expenses will I have as Seller

- ___ Rates & Taxes & Levies must be up to date.
- ___ Municipal clearance certificate.
- ___ Certificate of Compliance (Electrical certificate)
- ___ Electric Fence Certificate (if applicable)
- ___ Gas Certificate (If applicable)
- ___ Bond Cancellation fee
- ___ Penalty Fee (if you didn't inform the bank you are selling)