

Flow chart from purchasing till registration

Getting Qualified

- 01 Contact your Duvenhage Properties agent to assist you.
- 02 He will qualify you for what amount you can buy for free.
 - 2.1 Factors influencing your qualification amount such as
 - 2.2 Are you working for yourself or do you get a salary
 - 2.3 Do you get extra income such as Overtime, Petrol allowance, maintenance etc.
 - 2.4 Are you selling a house and will get extra money from the sale of hat house.
 - 2.5 Do you have savings or getting cash from another source?
- 03 We will request and obtain your personal Credit Record with your permission.
- 04 We will obtain all your documentation as purchaser for application (FIC act documentation)
 - 4.1 SA identity document/passport or certified copies. If ID Card both sides.
 - 4.2 SARS documents bearing name and number of the person.
 - 4.3 Utility statement/invoice (Water & Electricity, Municipality or Telkom). Proof of Residence
 - 4.4 Proof of income (Salary advice) of all participants. 2 Month`s
 - 4.5 6 Months latest authenticated bank statements
 - 4.6 Certified proof of extra income if not showing on salary advice
- 05 Know we can determine exactly for what amount you will be able to buy for Financially
- 06 Know to determine what is your personal needs:
 - 6.1 How many people will be staying in house to determine the bedrooms
 - 6.2 How many families. To determine do you need a flatlet or second house on property.
 - 6.3 Where do you work? For easy access to roads to work.
 - 6.4 Where is your children in school / University?
 - 6.5 Do you want Pool / Lapa / entertainment area etc.?
 - 6.6 How many vehicles and caravan / boat etc. do you have?
 - 6.7 Do you prefer older bigger houses or more modern houses?

Know that we know for how much and where and what you want we can start to assist

Purchasing your dream house

- 01 We will make appointment with you the purchaser
 - 1.1 An appointment with you means you must be on time because it is an appointment and
 - 1.1.1 We make appointment with the seller to be available between a certain time to get access
 - 1.1.2 Most of the time the agent will have other appointments after your appointment, and if you are late for your appointment, the agent must cancel with all the seller and move on to his next appointment.
- 02 The agent will sign the visitors register and show you the property. Feel free to ask the agent as much questions as possible.
- 03 After each property viewed, give the agent feedback on what you think so he can get better insight in what you are interested in.
- 04 When you see your house that you want to purchase, you tell the agent and the agent will the complete the "Offer To Purchase" or contract. It is called Offer to purchase because the contract wasn't accepted yet by the seller. So currently it is just an offer.
- 05 Know the agent will take your offer to the seller, and the agent will present the offer to purchase

to the seller. In the offer they will discuss the following:

- 5.1 Purchase price
 - 5.2 Maybe things that will be extra`s to stay (Not fixed assets)
 - 5.3 The amount of time to perform and get your bond granted.
- 06 The agent will now apply for you at all the banks,
 - 07 The bank Valuer will go out to the house and do a valuation, to see if the bank find enough value in the property. Because the bank purchase the property. You then pay the bank. Then it became your property.
 - 08 After valuation was done, the bank will give feedback and say they do get enough value or they don't get enough value. They won't give us a valuation amount.
 - 09 Now they will offer you a period (normally 240 months) and then also give an interest rate. Now we you can choose the best deal for you.
 - 10 After you choose your bank we send the transaction to the attorney (Conveyancer).
 - 11 The bank now send your bond that you accepted to their attorney to draw up the necessary bond documents.

At the attorneys

Conveyancer

- 01 Attorney receive Offer To Purchase from us.
- 02 We also send them the FIC act documents.
- 03 Cancellation figures requested from bank
- 04 Clearance figures requested
- 05 Levy figures requested (if applicable)
- 06 Purchase Price due date (Deposit/cash)
- 07 Purchase price received
- 08 Cancellation figures received
- 09 Guarantee's requested from Bond attorney
- 10 Seller Sign
- 11 Purchaser sign
- 12 Costs received
- 13 Clearance figures received
- 14 Transfer duty paid
- 15 Clearance figures paid
- 16 Guarantees received
- 17 Receive title deed (copy)
- 18 Receive all COC / Gas / Fence / Thatch
- 19 Receive all Gas

Bond Attorney

- 01 Bank appoint bond attorney
- 02 Bond Attorney contact purchaser to confirm receipt of the instruction.
- 03 Bond attorney request FICA documents from purchaser and an info sheet to be completed and returned to them.
- 04 The bond attorney will request guarantee requirements and the draft deed from the transferring attorney.
- 05 Upon receipt of the above, the bond attorneys will draft the bond documents to be signed by the purchaser.
- 06 An appointment will be made with the purchaser to sign the bond documents.
- 07 As soon as the bond documents are signed, guarantees will be issued and sent to the transferring attorney.
- 08 The signed bond documents will be sent to the bank.
- 09 The bank will give their "proceed to lodge" to the bond attorneys approximately 5 to 8 business days after submission.
- 10 Once the bond attorneys receive their proceed to lodge they are ready to lodge their transaction at the deeds office.

- 20 Receive all Fence
- 21 Transfer Duty Receipt received
- 22 Lodged
- 23 Preparation for registration
- 24 Registration
- 25 Funds received
- 26 Funds get paid to seller
- 27 Commission get paid