Pullock Attorneys
EST. 2018

CLIENT RESOURCE

Property Transfer Checklist

Having these ready when you instruct us helps your transfer move as quickly as possible. Not every item applies to every matter — we'll let you know what's needed for yours.

For the seller

- Certified copy of your ID (and your spouse's, if married)
- Proof of residential address (not older than 3 months)
- Marriage certificate and/or antenuptial contract, if applicable
- Original title deed (or the details of the bank holding it)
- Latest municipal rates account / utility statement
- Bank details for the proceeds of the sale
- Bond account number and bank, if there's a bond to cancel
- Levy details and managing agent, if sectional title or in an estate

For the buyer

- Certified copy of your ID (and your spouse's, if married)
- Proof of residential address (not older than 3 months)
- Marriage certificate and/or antenuptial contract, if applicable
- Income tax number (required for transfer duty)
- Bond grant / approval details, if financing the purchase
- Details of how you'll hold the property (individual, trust, company)

FICA — required by law

As a law firm we're legally required to verify every client's identity and address under FICA. The certified ID and proof of address above cover this. See our separate **FICA Requirements** guide for the full detail.

> Tip: certified copies must usually be certified within the last three months. A police station, post office or commissioner of oaths can certify them free of charge.