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## **THE SAVVY SELLER'S ROADMAP TO A SUCCESSFUL HOME SALE: 10 SIGNIFICANT STEPS**

You are super excited to sell your property. I have curated these 10 Significant Steps for you to ensure you are ready, and to steer clear of various pitfalls. Be a Savvy Seller.

Here is a snapshot of the 10 Significant Steps – should you need more; each one is elaborated on below:

1. **BOND NOTICE** – Did you give your bank 90 days' notice?
2. **COSTS** – Have you planned for these?
3. **THE SALE AGREEMENT** – Is it properly signed?
4. **CURRENT STATE OF THE PROPERTY** – Did you disclose truthfully?
5. **CERTIFICATES OF COMPLIANCE** – Are you ready to provide them?
6. **BUILDING PLANS** – Have you changed your property?
7. **CLEARANCE FIGURES** – You will have to pay these.
8. **BOND CANCELLATION** – Are you aware of these expenses?
9. **TEAMWORK MAKES THE DREAM WORK** – Please email us back.
10. **FINANCIAL PLANNING** – Are you financially savvy about this?



## 1. **BOND NOTICE**

If you have a bond over your property, the first thing you must do is give the bank 90 days' notice of the impending sale. You've got nothing to lose. If the property does not sell, the notice merely lapses. But, you will save yourself from a sure penalty.

- Did you give the notice?
- Did you receive confirmation of the notice given?

## 2. **COSTS**

As the Seller, it will cost you money to sell your property. There are various things that you will need to provide, and also pay for. Make sure you are prepared for the following:

- Estate agent fees
- Bond cancellation costs
- Certificates of Compliance and repairs
- Municipal and levy clearances
- Bond figures

## 3. **THE SALE AGREEMENT / CONTRACT / OFFER TO PURCHASE**

Everything stands and falls on the sale agreement at the end of the day. Make sure the paperwork is properly in order. More specifically make sure of the following:

- The Purchase Price.
- The Estate Agent's commission – calculate it into rands and make sure you are happy with it.
- Occupation date and the rent payable – when must you move out?
- You must choose the transfer attorney – it is your privilege.
- Annexure "A" – make sure it is completed properly.



#### 4. **CURRENT STATE OF THE PROPERTY**

Every contract must have an annexure “A” which describes the state and/or defects of the property. According to law this must actually be completed when the mandate is given to the estate agent. Make sure this is properly completed.

- Have you disclosed all the current defects of the property?
- Make it clear who will do the repairs, if any.

#### 5. **CERTIFICATES OF COMPLIANCE**

The Seller is responsible to provide the necessary and relevant certificates of compliance. It might further entail that you do some maintenance and repairs.

- Electricity Certificate
- Gas Certificate (if applicable)
- Electric Fence Certificate (if applicable)
- Plumbing Certificate (if applicable)
- Wood Borer / Infestation Certificate (if applicable)

#### 6. **BUILDING PLANS**

Building plans are not always required and/or an issue. If you know your things are not up to date, make sure it is.

#### 7. **CLEARANCE FIGURES**

As the Seller, you are responsible to pay for ± 3 months of clearance figures to the Municipality, and/or the levy figures to the body corporate or Home Owners Association, if applicable.

- Have you prepared for the necessary cashflow to pay for these?



## 8. **BOND CANCELLATION**

In the event that a bond is registered over your property, the outstanding bond amount will have to be paid. The account of the bond cancellation attorneys must be paid by you as well, usually ± R5 000.00.

- Are you aware of the outstanding amount on the bond?
- Have you made provision to pay the account of the bond cancellation attorneys?

## 9. **TEAMWORK MAKES THE DREAM WORK**

Any transfer of a property is a massive logistical operation by which you, I, the buyer and the estate agent must get the ship in the water. It is best if everyone works together promptly and earnestly. Please return our emails swiftly to help us best serve you.

## 10. **FINANCIAL PLANNING**

The buying and selling of property are just a smoke screen for large financial transactions. Chat to your financial advisor, bookkeeper and/or auditor to make sure that the correct financial decision has been made and taken into account.

I hope this helps you to sell the property, and obviously to buy the next property of your dreams – even more than that, that you are prepared and can afford it.

If you would like more content like this, click here to sign up for our weekly newsletter, [Law in a Coffeeshop](#).

Go on and sell your property like your life depends on it.

~Francois