

# SUPPORTIVE TEAM BEGINNING COLLABORATIONS

Correspondent Conveyancing  
Cape Town

STBB IS A FIRM  
OF SOLUTION-  
DRIVEN  
ATTORNEYS THAT  
PROVIDES ITS  
CLIENTS WITH  
NATIONAL ACCESS  
TO AFFORDABLE  
LEGAL SERVICES  
THROUGHOUT  
SOUTH AFRICA.

## WHY USE STBB?

Our dedication to offering our clients a professional service of the highest standard has grown our firm into arguably the largest property law practice in South Africa.

We offer one of the biggest correspondent conveyancing departments in Cape Town, within walking distance of the deeds office, Master's Office, Western Cape Surveyor General Office, Community Schemes Ombud Service (CSOS) and the Land Claims Department for the Western Cape.

With over 30 years' experience in correspondent conveyancing, we have managed to transform and perfect our service to our correspondents. We offer not only the lodgement and registration of deeds in the deeds office but also ancillary services as set out in more detail hereunder.

We are a preferred panel attorney to all major banks, including Standard Bank, Absa Bank, Nedbank, First National Bank, Investec and RMB.

These are just some of the reasons STBB is preferred by real estate professionals as a leading conveyancing and property law firm.

# OUR SERVICES

## WE OFFER:

- Access to an extensive database of property and commercial agreements
- Double prepping of your deeds before lodgement in the deeds office and rectification of any errors within reason
- For our correspondents outside of the Western Cape, we ensure that your deeds comply with the rules and regulations of the Cape Town Deeds Office
- Arrangement of lodgement with linked conveyancing firms and notification thereof
- Removal of notes where possible, once the deeds come up for preparation
- Delivery of registered deeds via tracked docex to you or to linked attorneys
- Conducting of searches at the deeds office
- Arrangement for the signature of transfer and mortgage bond documents with your clients based in and around Cape Town

## WE NOTIFY YOU OF:

- Registration of deeds
- The status of your deeds in the deeds office via Lawdeed

## WE GO TO:

- The deeds office on your behalf to obtain rulings from the Registrar of Deeds when required
- The Surveyor General's office for queries or to obtain copies of diagrams
- The Master's Office to attend to your estate queries, and the submission and collection of your endorsed power of attorney

## WE ALSO:

- Submit rectification applications for endorsement errors or omissions
- Assist with the drafting of deeds prior to signature to ensure deeds office compliance
- Submit and attend to your restoration applications if merited

# ADDED VALUE

## FREE ELECTRONIC PUBLICATIONS

### *Property Law Update*

Weekly important news, cases and legislative happenings impacting on conveyancing and property law are reported to you each week

### *Deeds Office News*

New circulars issued locally or from the Chief Registrar

## FREE MARKETING MATERIAL

### *Access to Content*

Access to the content of the above-mentioned publications, enabling you to create your own marketing material

### *Access to other publications*

Access to the content of other useful publications such as the *Conveyancing Tariff Guide*, *Thought of the Week* and *Newsflash*

## FREE TRACKING SOFTWARE

Lawdeed is a software package that tracks lodgement, movement in the deeds office, registration and delivery of your deeds straight from your desktop. Full training will be done by Law Holdings, which we would facilitate.

These marketing material services are available upon request and on certain terms and conditions. For more information, please contact Philip Steyn at [philips@stbb.co.za](mailto:philips@stbb.co.za).

WE HAVE  
ESTABLISHED  
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PROFESSIONALS  
AS A LEADING  
CONVEYANCING  
AND PROPERTY  
LAW FIRM.

## OUR FEES

### 10%

Our fees are 10% of the prescribed tariff plus VAT and disbursements.

### NEGOTIABLE

Fees are negotiable for low cost housing projects and large batches.

### HOURLY

An hourly fee is charged for pivot searches and searches relating to the establishment of sectional schemes. This service will be free of charge if we are eventually instructed to attend to the registration of the opening of the scheme.

### RATES AND TRANSFER DUTY

For a separate fee, we apply to the City of Cape Town and SARS in respect of your rates clearance certificate and transfer duty receipt. We are happy to deal with all the administrative aspects relating to these applications.

### MASTER'S OFFICE

We charge a fee of R250 plus VAT per visit. This fee is waived if we are instructed to attend to the registration of the transfer.



# CONTACT US

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The Big Small Firm

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