

LOCAL AUTHORITY PROCEDURES POST-REGISTRATION OF THE TRANSFER OF THE PROPERTY

STBB

- Will apply for rates clearance figures. The council will issue clearance figures for a period of 4 – 5 months in advance in respect of rates, water, sewerage and electricity and we will request payment from the Seller.
- Once transfer is registered, the Council will be advised by the Deeds Office of the date of registration and the names of the Purchasers.
- This process can take some time and we usually allow a period of 6-10 weeks. At the end of the 6-10 week period we will furnish both the Seller and Purchaser with a letter addressed to the Council confirming registration and requesting the Council to assist :-
 - (a) the Seller in closing his water / electricity account and obtaining the refund of any amounts overpaid after registration;
 - (b) the Purchaser in opening his account in respect of water and/or electricity.

WE DO NOT APPLY FOR REFUNDS ON BEHALF OF SELLERS.

Attached to the aforesaid letter from STBB to the Council will be a copy of the rates clearance together with proof of payment of the amount requested by the Council for the Rates Clearance.

SELLER

- The above letter together with attachments must be taken by the Seller to the Local Authority as soon as possible after receipt. The Council will then give the Seller a reference number which the Seller must forward to STBB.
- As all refunds from the Council are paid into STBB's trust account, this reference number will greatly assist STBB in tracing the payment. As soon as the payment is received from the Council, STBB will pay the refund into the Seller's account.
- Should the Seller not wish to attend personally at the offices of the Local Authority, we suggest that he employs an agent to attend to this. We can recommend House Hoppers – contact number 086 124 6873.

PURCHASER

- As far as the Purchaser is concerned, once the aforementioned letter with attachments is received from STBB, he should go to the Local Authority and open his own water and or electricity account.
- If the Purchaser has bought a Sectional Title Unit and pays for water and electricity consumed directly to the body corporate, then it will not be necessary for him to open a consumption account with the Local Authority.
- If the Purchaser does not receive a rates account within 4 months after transfer, it is recommended that he goes to the Local Authority to rectify this.

ATTORNEYS NOTARIES & CONVEYANCERS

Directors: Darren Brander | Tiaan Esterhuysen | Karl-Heinz Göhring
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Registration No: 2007/007774/21 | VAT Reg No: 4540235860

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OPENING AN ACCOUNT

- To open an account, go to your nearest Customer Service Centre and ask for an Application for the Supply of Water and Electricity contract.
- Submit the completed form, together with the following standard documents:
 1. A valid South African identity document;
 2. Details of next of kin;
 3. Your banking details;
 4. Contact details, which include your name, telephone and cellphone numbers, physical and postal addresses, and email; and
 5. The deposit amount (cash, cheque or internet banking).
- Rates accounts will automatically be created in your name, as the new property owner, as soon as transfer is registered at the Deeds Office. It may take up to 10 weeks for the local authority to receive and update new owner records. You do however need to go and register the account.
- An account should be registered as soon as possible after the transfer has been effected, and after the expiration of the 6-10 week period, to avoid the council disconnecting the services to the property.
- Once the purchaser has registered an account with the City of Johannesburg within this period, the seller may proceed to apply for a refund of the rates clearance figures (if applicable).

DEPOSITS

- Every time you open a new service account with the City, you have to pay a deposit. All residents, Owners in Sectional Title Schemes and business properties must pay a deposit equal to two months' deemed consumption.
- Foreigners need to pay a deposit equal to six months' deemed consumption to open a service account.

RECLAIMING DEPOSITS

- Deposits are refunded once application for a refund has been made at Thuso House Customer Service Centre, 61 Jorissen Street, Braamfontein. You will need to fill in a Refund Application form.
- In most cases, refunds take the form of a credit on outstanding accounts rather than cash payments. Interest is not paid on deposits.
- To reclaim your deposit, phone Joburg Connect on 0860 562 874 and obtain a reference number. Ask that the account be finalised and ask whether the money will be deposited into your bank account.

COPY RECEIVED ON:	
SELLER:	
COPY RECEIVED ON:	
PURCHASER:	