

**MOSSEL BAY MUNICIPALITY
MOSSELBAAI MUNISIPALITEIT
UMASIPALA MOSSEL BAYI**



In antwoord verwys na nommer
In reply quote number
Xa Uphendula chaza Le Nombolo

5/3/1/1/M Vosloo/H Dauth

18 April 2012

TO WHOM IT MAY CONCERN

RATES PROCEDURES : MUNICIPAL CONDITIONS

A. SELLER:

- A.1 The seller must supply the attorney with their meter details and/or a copy of utility bill. The meter details and/or copy of the municipal statement must be attached to the Application for Clearance form. This will expedite the response period to calculate clearance figures.
- A.2 Please give the application for cancellation of services to Seller. They must complete and send it to admin@mosselbay.gov.za or fax it to 044 606 5062.

B. APPLICATION : CLEARANCE CERTIFICATE

- B.1 Applications will be rejected without prior notice, if:
- B.1.1 Incomplete addresses or phone numbers are given for Purchaser, or
 - B.1.2 Attorney's contact details and address is used for the Purchaser or
 - B.1.3 No e-mail details are supplied for a foreign Purchaser, or
 - B.1.4 The property's location address was given as Purchaser's address and there is no postal delivery available in the area, or
 - B.1.5 Incomplete details are received for Seller or Buyer.
- B.2 If the titles of the parties are received incorrectly on the application (being e.g. "Adv") clearance will be issued as indicated on the application.
- B.3 Property descriptions for farms's must be typed in correctly on the application. Please contact Korbitec to assist you, if necessary.
- B.4 Exclusive use areas of sectional titles must be stipulated on the application.
- B.5 Where an exclusive use area is linked to a sectional title unit, the lawyer should indicate it on their original application. No amendment shall be made on the certificate. A new application for the exclusive use area must be submitted, if necessary.
- B.6 No changes on electronic applications will be made by the Municipality. Refer to the "correction" procedures available or call the Korbitec Call Centre.
- B.7 Attorneys are responsible for checking the application.
- B.8 All capital contributions (single title and/or sectional) will be payable with clearance of the subdivision and/or new erf number and/or sectional units!
- B.9 Any queries regarding clearance certificates, please contact the Korbitec Call Centre on 0861 567 248 and not the Municipality.
- B.10 No telephone inquiries regarding clearance certificates will be accepted.
- B.11 Advanced services will now be added at 3 times the monthly service account. This applies to improved businesses and residential properties.
- B.12 If the body corporate or developers accounts of a sectional title unit has an outstanding balance, it may delay the transaction by up to 30 days.
- B.13 Pro-rata rates refunds are calculated by the attorneys and these entries must be shown on your final statements of account.
- B.14 If a clearance certificate expires, the attorneys may use the "extention request". (All the data of the application will then be on the system and there is no need to lodge the application again.
- B.15 The municipality has three days to calculate clearance figures on electronic applications!
- B.16 If no payment advice / "cost paid message" is received after 35 days from date of figures, the application will automatically be withdrawn by the system.

Marshstraat 101
Privaatsak X29
Mosselbaai
6500

101 Marsh Street
Private Bag X29
Mossel Bay
6500

101 Marsh Sitalato
Ingxowa Yeposi Ngu X29
Mossel Bayi
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Tel, Imfonomfono: +27 (44) 606 5000
Fax, Ifeksi: +27 (44) 606 5062
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web: www.mosselbaymun.co.za



- B.17 The municipality has three days after the "cost paid message" is received to issue the certificate, if:
- B.17.1 The payments reflect on our records, and
 - B.17.2 All service bills are paid, and
 - B.17.3 No journals are needed to adjust incorrect payments before issuing.

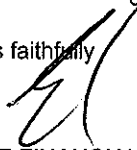
C. PAYMENT:

- C.1 If payments are received incorrectly and they must be adjusted by journals:
 - C.1.1 the proof of payment must be attached to expedite the process.
 - C.1.12 If not, issuing of clearance certificates may be delayed for up to 30 days.
- C.3 If no payment advice / "cost paid message" is received, no clearance will be issued.
- C.4 No taxes or services must be paid on the certificate votes!
- C.5 Please complete your payments as it is displayed on the "attorney's report," each amount with it's own payment reference.
- C.6 No cash/cheque payments will be accepted by the Municipal cashiers without the "attorney's report" payment advice. The attorneys must provide the cashier with the attorney's report if payments are made directly to the Municipality.

D. BUYER:

- D.1 The Buyer must connect the services on his name on or directly after registration.
- D.2 The Municipality would appreciate it, if on date of registration, the attorney will request the buyer to contact Ms. E Gordon, tel no 044 606 5053, fax 044 606 5062.

Yours faithfully



CHIEF FINANCIAL OFFICER
/hdauth