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**Attention: Property Committee  
Cape Law Society**

Conveyancing Attorneys  
City of Cape Town

**S118 Applications – No Payment Schedule Issued or No Financial Values Due**

I refer to S118 applications where no Payment Schedule is issued by the City of Cape Town due to the type of application or where a Payment Schedule is issued with no financial values are due and payable. Delays are being experienced with the above two processes as in both scenarios; the "Verify Document" process is not completed on the attorneys side.

To address any uncertainty regarding the above two scenarios and to ensure that there are no unnecessary delays, the following processes need to be followed:

**(1) No Payment Schedule Issued – No Financial Values Due and Payable**

Under normal circumstances, a Payment schedule will be issued for financial values due and payable when a case (application) is created. After payment, a Payment Verification message will be send which in turn will trigger the process to attach the required transfer documents and completing the process by selecting the "Verify Documents" button.

However no Payment Schedules are issued for certain type of applications for example Exclusive Use Area only, Registered Right, Right to Extend and Low Cost Housing etc, therefore no payment is required. This means that there will be no Payment Verification message to trigger the Document Verification process.

Please note:

When the message of acknowledgement for the successful creation of the rates clearance case is received (included in the communication will be the municipal case number starting with a 6 then the Document Verification process including selecting the "Verified Documents" button, must be activated to initiate the processing of the application by Council.

If the above process is not complied with, the application will be delayed and cannot be processed.

Also please note that if the application is not processed within the time frame allocated for "Payment Verification" and "Document Verification", being 30 days, then the application will automatically be cancelled and a new application will have to be submitted.

**(2) Payment Schedule Issued - No Financial Values Due and Payable**

Under normal circumstances, a Payment schedule will be issued for financial values due and payable when a case (application) is created. After payment, a Payment Verification message will be send which in turn will trigger the process to attach the required transfer documents and completing the process by selecting the "Verify Documents" button.

For example with sub divided applications, a payment schedule is issued but no payment is required. This means that there will be no Payment Verification message to trigger the Document Verification process.

Please note:

When the payment schedule is received indicating no payment is required, then the Document Verification process including selecting the "Verified Documents" button, must be completed to initiate the processing of the application by Council.

If the above process is not complied with, the application will and cannot be processed.

Please note that if the application is not processed within the time frame allocated for "Payment Verification" and "Document Verification", being 30 days, the application will automatically be cancelled and a new application will have to be submitted.

Yours faithfully



BD Williams  
Manager: Debtors & Cash  
Revenue  
City of Cape Town  
**OBO Chief Financial Officer**