



Evert Kotze
HEAD: Rates Clearances, Deeds and Refunds

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Ref: Administration Fees Not Paid

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Attention: Property Committee
Cape Law Society

Conveyancing Attorneys
City of Cape Town

S118 Applications: Admin Fee – Non Payment of Accounts

As per previous communication and as conveyed to attendees at the feedback / interaction sessions, the sundry account for the billing of the Admin Fee must be paid timeously otherwise conveyancing firms will be suspended from submitting rates clearance applications. The validation for the payment of the admin fee will now be strictly implemented and adhered.

Therefore, there might be a number of firms not being able to transact with the City. Feedback received indicated that there are firms in arrears in excess of 90 days. The process below must be followed should firms not have received nor queried the non-receipt of their admin fee accounts:

- They must send a mail to the escalated mail box used for escalated queries.
- In the subject field, they must quote: - Admin Fee Outstanding Account
- In the contents of the mail they must quote:
Firm name and Branch if applicable
Business partner number and Contract account number if available

The staff dealing with the escalated mail address will then extract the latest account and mail it to the conveyance.

Please note

This will only be a once off process to assist attorneys with receiving their invoice as well as updating the Cities records. Thereafter, the Debt Management process will be implemented failing no cooperation from attorneys.

Conveyances wishing to change the postal address of the account they can do so by:

- Sending an e-mail to – help.uces@capetown.gov.za
- In the subject field they must quote: Attorney Admin Fee Account – Change of Address
- In the contents of the mail they must quote:
Firm name and Branch if applicable
Business partner number and Contract account number if available
Address where the account must be mailed to

Yours faithfully


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

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