



Evert Kotze

HEAD: Rates Clearances, Deeds and Refunds

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Ref: Seller details differ from Deed
Office and City Records

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**Attention: Property Committee
Cape Law Society**

Conveyancing Attorneys
City of Cape Town

S118 Applications – Seller and/or Proposed Sellers details differ from Deeds Office and City of Cape Town Records

The discussions and as conveyed at the feedback sessions held recently, further investigations will be done to determine other reasons or causes impacting negatively on the processing of S118 applications.

One of the problems identified is that conveyancers are submitting applications where the seller and /or proposed sellers details differ from the City of Cape Town and Deeds Office records, e.g. Estate late J Soap instead of J Soap.

As agreed to and practise in the past for many years, the seller and /or proposed sellers details must be the same as on the Deeds search and ultimately that of the City of Cape Town records. It is the responsibility of the conveyancer to submit supporting documents to the Deeds Office to support the lodgement of a transfer in this case, an Estate Late J Soap.

The validations in the enhanced system rejects these applications and submits the applications into a Pending Status which lead to delays as the administrative process to deal with these matters are impacting negatively on the processing of S118 applications, speedily and timeously in some cases.

A request that applications be submitted as per the Deed search only to avoid unnecessary delays as these applications are parked to attend to successful applications first.

This can and will lead to applications being rejected

Yours faithfully


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City of Cape Town
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