

# Electronic Rates Link

## Background

- Currently in Phase 1
- Phase 2 – RCC will be delivered electronically
- eThekweni, Mbombela, JHB & Mogale City, Kwadukuza live
- **Cape piloting June 2005, live end June 2005**
- **Cape Town, Bellville, Oostenberg and Peninsula**
- Turnaround Time – 3 days
- R50 per app to L@W plus Council Clearance fee



**ACTIVATING  
RATES LINK  
- 2 steps**

- ◆ Common
  - ▶ Firm details
  - ◆ Deeds registries
  - ◆ Conveyancers/Attorneys
  - ◆ Conveyancer lists (PA)
  - ◆ Our references
  - ◆ Township descriptions
  - ◆ Correspondent attorneys
  - ◆ Estate agents
  - ◆ Accounting link
- ◆ Bond
- ◆ Transfer
- ◆ Consent
- ◆ Sectional title register
- ◆ Lead generation for bonds
- ◆ Security



**Common (Firm details)**

English  
Afrikaans  
General  
TPAL/Diary/Email  
GhostWorld

Telephone number:	<input type="text" value="(031) 207-3547"/>
Fax number:	<input type="text" value="(031) 208-5012"/>
Company registration number:	<input type="text"/>
Number of empty lines after conveyancers in PA:	<input type="text" value="2"/>
The preparer(s) of documents is (are) NOT qualified as conveyancer(s):	<input type="checkbox"/>
Allow Save of merged documents:	<input checked="" type="checkbox"/>
Record each document in the History?	<input type="checkbox"/>
Include Locker No. on Deed:	<input checked="" type="checkbox"/>
Include Locker No. on POA:	<input type="checkbox"/>
L@W reference:	<input type="text"/>
Trust account name:	<input type="text" value="JOE SOAP ATTORNEYS"/>
Trust account number:	<input type="text" value="123456"/>
Trust account bank name:	<input type="text" value="STANDARD"/>
Trust account bank branch:	<input type="text" value="MUSGRAVE"/>
Trust account ACB code:	<input type="text" value="2627"/>

**1. Enter the firm's L@W reference number into Setup.**



GhostConvey Setup (C:\GWDData\GhostCon761) v7.6.1.3a

File View Tools Help

Transfer (Rates clearance agents)

- ◆ Common
- ◆ Bond
- ◆ Transfer
  - ◆ General
  - ◆ Notaries
  - ◆ Title deed institutions
  - ▶ Rates clearance agents
  - ◆ Borer contractors
  - ◆ Electrical contractors
  - ◆ Actions (Obsolete)
  - ◆ Defaults
  - ◆ Documents
  - ◆ Account details
  - ◆ Diary variables
  - ◆ Diary actions
  - ◆ User Categories
  - ◆ Loan Credit Controllers
  - ◆ Estate Management Co's
- ◆ Consent
- ◆ Sectional title register
- ◆ Security

List Name
City of Cape Town
Example Municipality
PAM GOLDING MANAGING AGENTS

List name: City of Cape Town

Template file name: RatesClearanceCT.rtf

Name and address (English): CITY OF CAPE TOWN  
PER HAND

Name and address (Afrikaans):

Email address: eg@ct.gov.za

Clearance cert. fee: 31.5

Local authority L@W reference: 4002

Subdivisions/  
Development deals?

2. Enter Council's L@W ref number into Setup

# The Firm's L@W Ref

Address https://www.lawactive.co.za/LaW-Active/main.aspx

Google Search Web PageRank AutoFill Options Ask Highlight Zoom 1 blocked News Weather

**L@W**  
*Lawyers Access Web*

Logout

**Web Ep Send/Recieve**  
Send/Receive

**Rates Clearance Cert**

**Rates Clearance Web**

**SBSA Tools**

**Transfer Tracker**

**Web EP Tools**  
Bond Alerts  
Bond Alerts Workflow  
**Clean Up**  
Download Errors  
Downloaded  
My Configuration  
My Itemized Bill  
Parent Itemized Bill  
Pending  
Processed Files  
Rates Alerts  
Rates Alerts Workflow  
Sent  
Transfer Alerts  
Transfer Alerts Workflow

**Welcome Maggie Roos: You are logged on as itkorbi (1585)**

**L@W EXPANDS INTO SECURE DEBT MANAGEMENT - Posted On: 20/4/2005** [ Please click here to read more ]

**ETHEKWINI COUNCIL : ELECTRONIC RATES APPLICATIONS - Posted On: 19/4/2005**  
With immediate effect, the Ethekwini Council will withdraw and archive rates applications under the following circumstances:

1. Failure by an Attorney to provide full and correct details, including addresses and telephone numbers of the Purchaser.
2. Failure by an Attorney to send down sub-division diagrams within 4 days of an electronic application being acknowledged by the Council.

Kindly note that you will then have to re-apply for your rates and will be charged accordingly

**FNB PROCESS UPDATE / KYC - CIRCULAR 43 - Posted On: 19/4/2005** [ Please click here to read more ]

**NOTICE FROM ETHEKWINI COUNCIL - Posted On: 4/4/2005**  
The Council has confirmed that with effect from Monday 4 April 2005, the costs for Rates Applications are as follows  
**MANUAL APPLICATIONS / EMAILED APPLICATIONS / HAND DELIVERED APPLICATIONS / L@W APPLICATIONS**  
On properties valued at less than R80,000.00 - R50.00 per application  
On properties valued at more than R80,000.00 - R100.00 per application  
Should you have any queries regarding the costs, please direct them to the Ethekwini Rates department.

**INVITATION TO ATTEND A SEMINAR - Posted On: 4/4/2005**  
**Topic: The Conveyancer's Fifth Act!**

# The Council's L@W Ref

Logout

**Web Ep Send/Recieve**  
Send/Receive

**Rates Clearance Cert**  
Cape Town Districts  
Durban Rates Account Num

**Live Municipalities**  
Query Rates  
RCC Workflow

**Rates Clearance Web**

**SBSA Tools**

**Transfer Tracker**

**Web EP Tools**

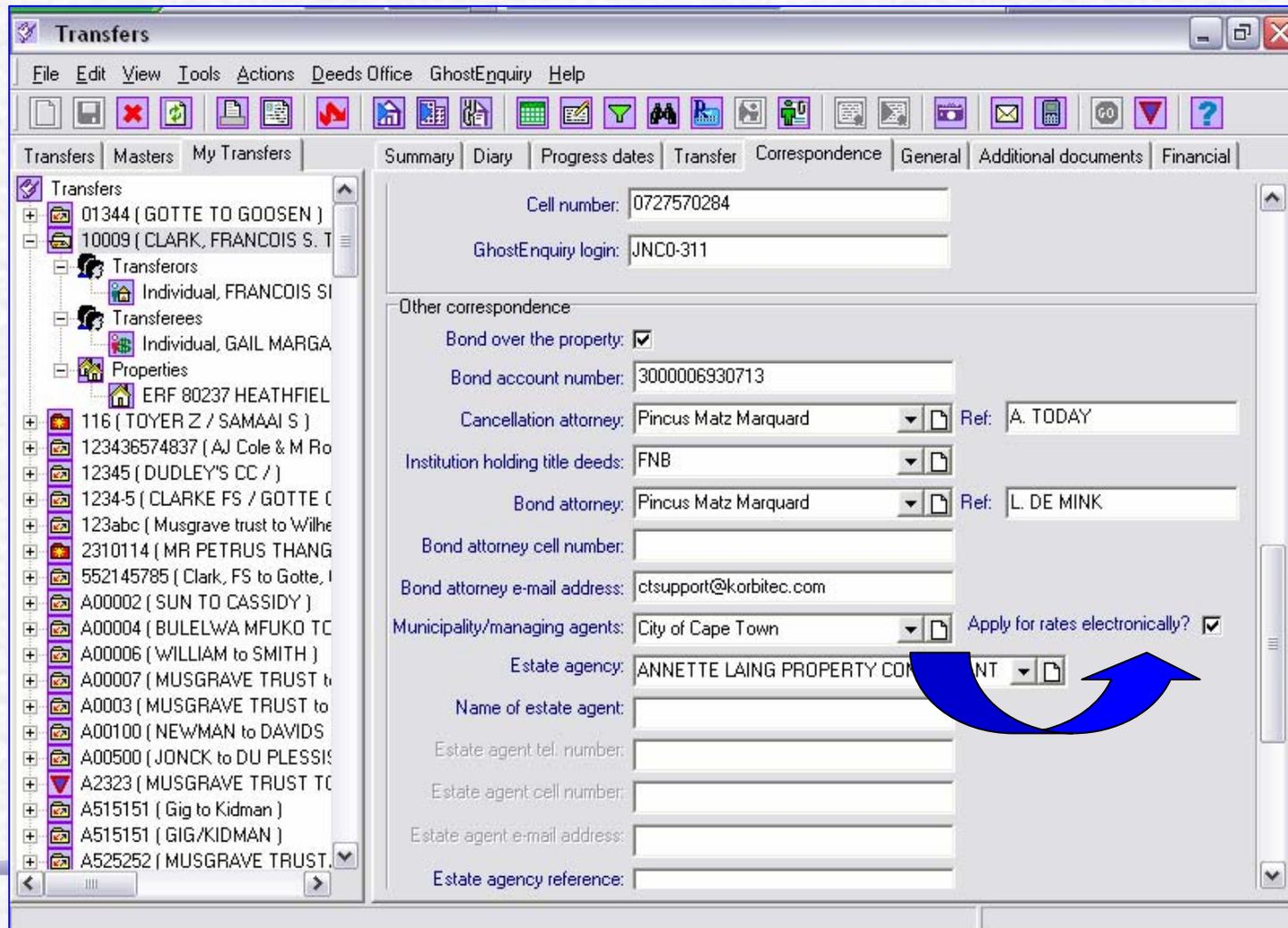
**Live Municipalities**

Municipality	Client Branch ID
Mbombela Local Municipality	2434
ETHEKWINI MUNICIPALITY - DURBAN	3207
JOHANNESBURG CITY COUNCIL -LIVE	3280
MOGALE CITY	3589
CAPE TOWN COUNCIL - LIVE	4002
KWADUKUZA MUNICIPALITY	4294

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## To Enable the rates functionality:

- Select the relevant Municipality in the Correspondence tab.
- Tick the “Apply for rates electronically” option.



The screenshot shows the 'Transfers' application window. The 'Correspondence' tab is active, displaying various fields for setting up correspondence. A blue arrow points to the 'Apply for rates electronically?' checkbox, which is checked.

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers Summary Diary Progress dates Transfer Correspondence General Additional documents Financial

Transfers

- 01344 ( GOTTE TO GOOSEN )
- 10009 ( CLARK, FRANCOIS S. T
- Transfers
  - Individual, FRANCOIS SI
- Transferees
  - Individual, GAIL MARGA
- Properties
  - ERF 80237 HEATHFIEL
- 116 ( TOYER Z / SAMAAI S )
- 123436574837 ( AJ Cole & M Ro
- 12345 ( DUDLEY'S CC / )
- 1234-5 ( CLARKE FS / GOTTE C
- 123abc ( Musgrave trust to Wilhe
- 2310114 ( MR PETRUS THANG
- 552145785 ( Clark, FS to Gotte, I
- A00002 ( SUN TO CASSIDY )
- A00004 ( BULELWA MFUKO TC
- A00006 ( WILLIAM to SMITH )
- A00007 ( MUSGRAVE TRUST to
- A0003 ( MUSGRAVE TRUST to
- A00100 ( NEWMAN to DAVIDS
- A00500 ( JONCK to DU PLESSIS
- A2323 ( MUSGRAVE TRUST TO
- A515151 ( Gig to Kidman )
- A515151 ( GIG/KIDMAN )
- A525252 ( MUSGRAVE TRUST,

Cell number: 0727570284

GhostEnquiry login: JNCO-311

Other correspondence

Bond over the property:

Bond account number: 3000006930713

Cancellation attorney: Pincus Matz Marquard Ref: A. TODAY

Institution holding title deeds: FNB

Bond attorney: Pincus Matz Marquard Ref: L. DE MINK

Bond attorney cell number:

Bond attorney e-mail address: ctsupport@korbitec.com

Municipality/managing agents: City of Cape Town Apply for rates electronically?

Estate agency: ANNETTE LAING PROPERTY COMPANY Ref: [ ]

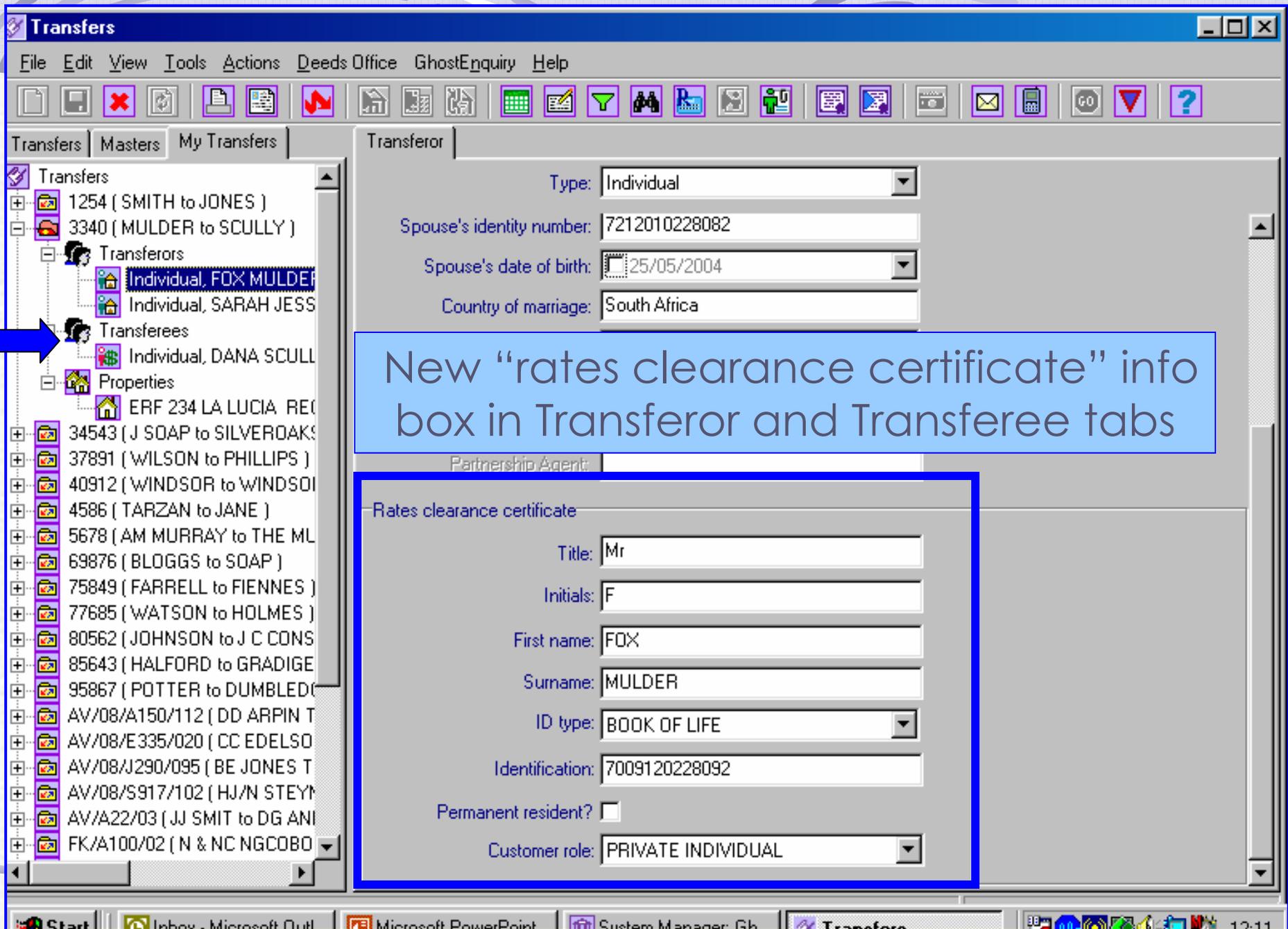
Name of estate agent:

Estate agent tel. number:

Estate agent cell number:

Estate agent e-mail address:

Estate agency reference:



New "rates clearance certificate" info box in Transferor and Transferee tabs

Rates clearance certificate

Title: Mr

Initials: F

First name: FOX

Surname: MULDER

ID type: BOOK OF LIFE

Identification: 7009120228092

Permanent resident?

Customer role: PRIVATE INDIVIDUAL

# Requesting a Rates Clearance Certificate

The screenshot shows a software application window titled "Transfers". The window has a menu bar with "File", "Edit", "View", "Tools", "Actions", "Deeds Office", "GhostEnquiry", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into two panes. The left pane shows a tree view of transfers, with "ERF 234 LA LUCIA REGISTRATI" selected and circled in blue. The right pane shows a "Rates clearance" form with the following fields:

- Property details
- LAW reference:
- User reference: JOE SOAP ATTORNEYS - Bev
- Rates account number:
- Water account number:
- Electricity account number:
- Erf number:
- Portion Number:
- Property description: ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL (Length (max 250) 69 characters)
- Street address: 22 Sunshine Drive LA LUCIA
- Suburb:
- Zoning information:

A blue arrow points from the "Rates clearance" tab to the "Property details" section of the form.

**Transfers** File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Property details

LAW reference:

User reference:

Rates account number:

Water account number:

Street address:

Suburb:

Zoning information:

Assessment rates:

Transfers

- 1254 ( SMITH to JONES )
- 2897 (MULDER to SCULLY)
- Transfers
  - Individual, FOX MULDER
  - Individual, SAMANTHA
- Transferees
  - Individual, DANA SULL
- Properties
  - ERF 234 LA LUCIA RE
- 34543 ( J SOAP to SILVER WAKS
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOR
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THOMAS
- 69876 ( BLOGGS to SOAP
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C COUS
- 85643 ( HALFORD to GRADIGE
- 95867 ( POTTER to DUMBLEDO
- AV/08/A150/112 ( DD ARPIN T
- AV/08/E335/020 ( CC EDELSON
- AV/08/J290/095 ( BE JONES T
- AV/08/S917/102 ( HJ/N STEYN
- AV/A22/03 ( JJ SMIT to DG ANI
- FK/A100/02 ( N & NC NGCOBO
- FK/A110/00 ( M & LIONMAN

**Warning**

 The electronic rates clearance link is not active for this transfer

OK

Length (max 250)  
68 characters

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Property details

LAW reference:

User reference:

**Rates account number:**

Water account number:

Electric account number:

**Erf number:**

Portion Number:

Property description:  Length (max 250) 69 characters

Street address:

**Suburb:**

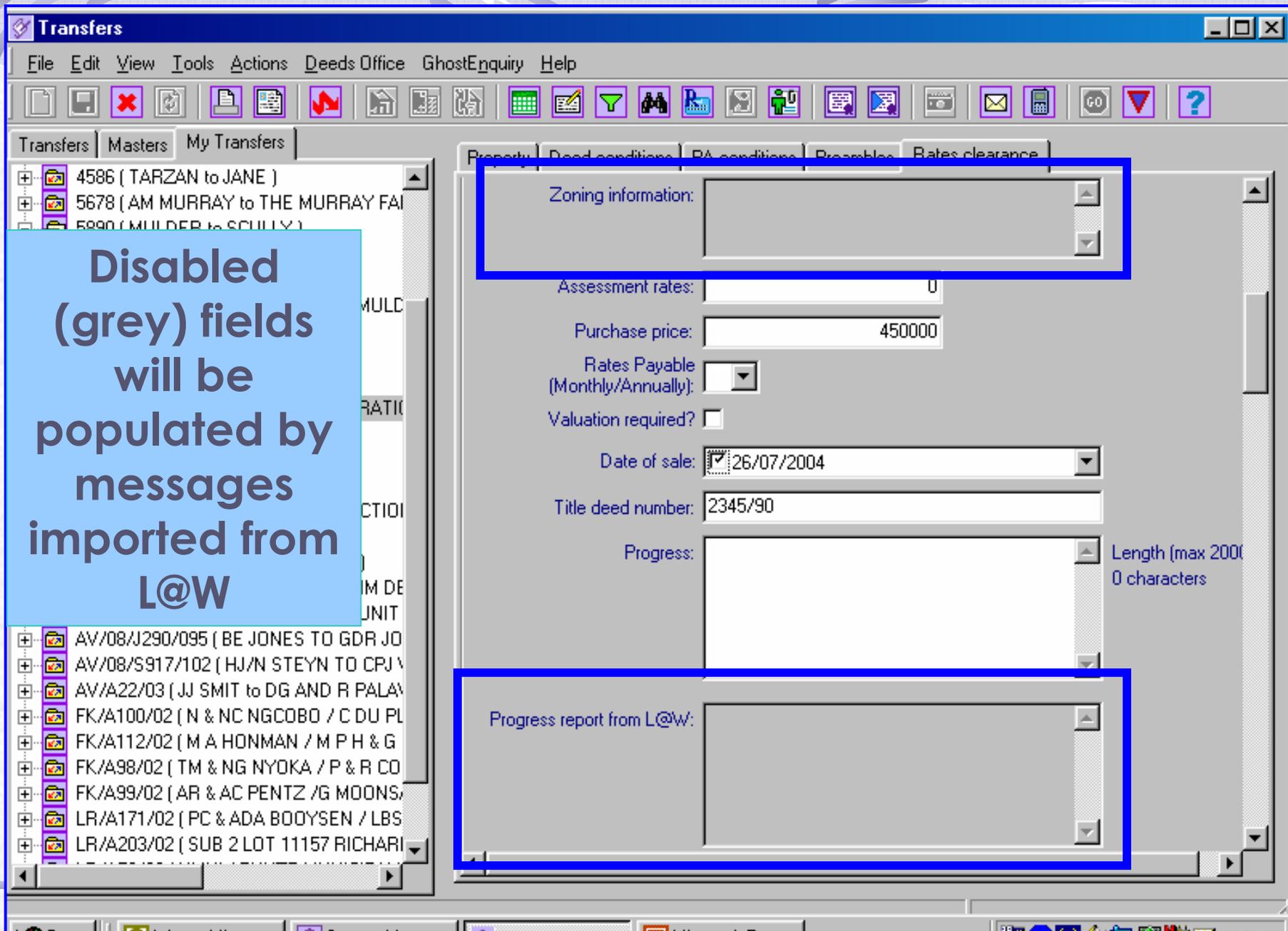
Zoning information:

4586 ( TARZAN to JANE )  
5678 ( AM MURRAY to THE MURRAY FAI  
5890 ( MULDER to SCULLY )  
Transfers  
85643 ( HALFORD to GRADIGE )  
95867 ( POTTER to DUMBLEDORE )  
AV/08/A150/112 ( DD ARPIN TO JMM DE  
AV/08/E335/020 ( CC EDELSON to UNIT  
AV/08/J290/095 ( BE JONES TO GDR JO  
AV/08/S917/102 ( HJ/N STEYN TO CPJ \n  
AV/A22/03 ( JJ SMIT to DG AND R PALA\n  
FK/A100/02 ( N & NC NGCOBO / C DU PL  
FK/A112/02 ( M A HONMAN / M P H & G  
FK/A98/02 ( TM & NG NYOKA / P & R CO  
FK/A99/02 ( AR & AC PENTZ /G MOONS/  
LR/A171/02 ( PC & ADA BOOYSE  
LR/A203/02 ( SUB 2 LOT 11157

**Cape : verifying application with Erf number if no rates no.**

**Search tool on the L@W web page for Durban rates no's.**

**Red fields are mandatory.**



**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Street address: 24 Sunshine Drive

Suburb: SUNNINGDALE

Purchase price: 450000

Valuation required?

Land valuation: 0

Build valuation: 0

Total valuation: 0

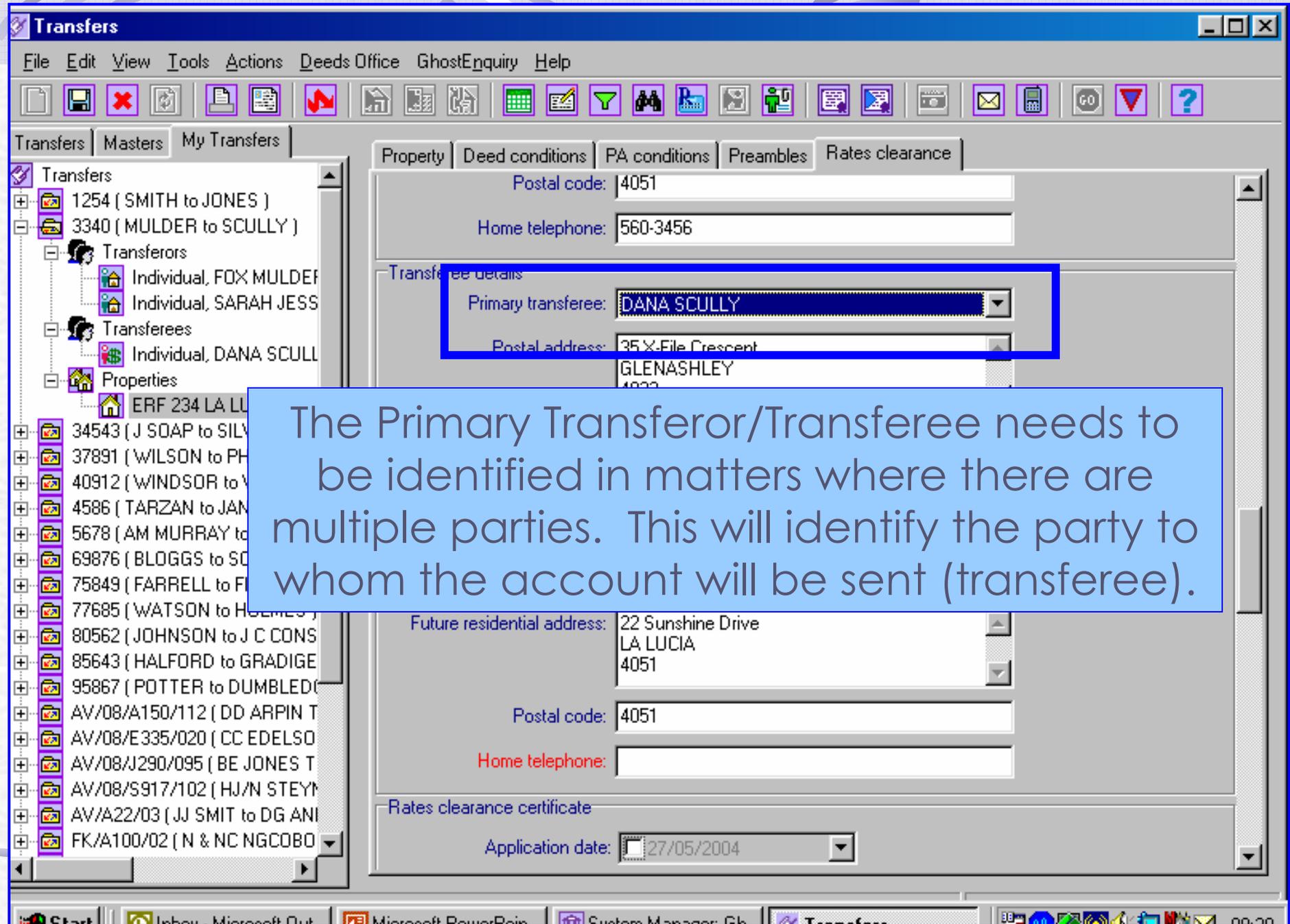
Date of sale: 10/10/2003

Title deed number: 38475/95

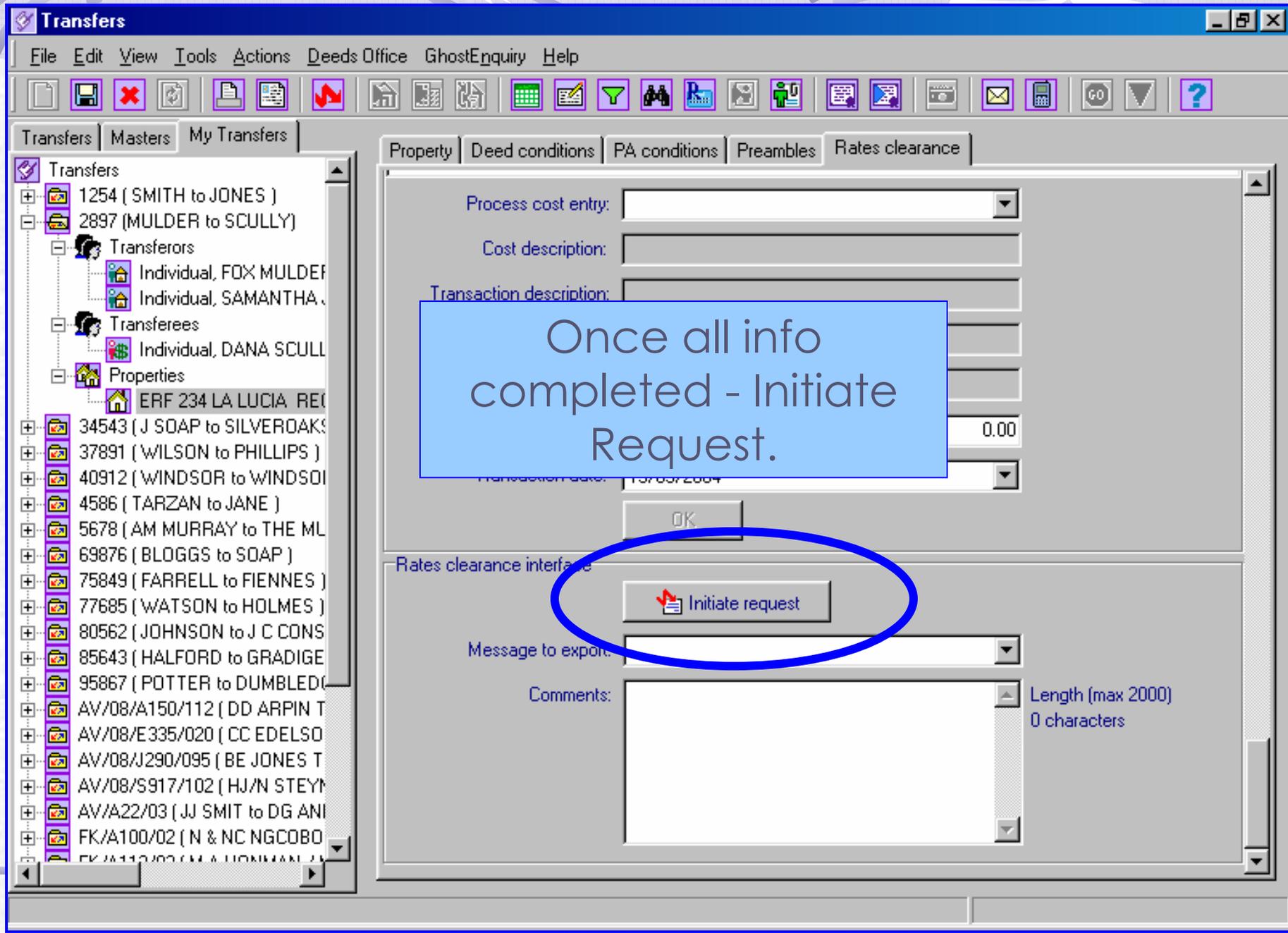
Progress: Length (max 2000) 0 characters

1254 ( SMITH to JONES )  
2897 (MULDER to SCULLY)  
Transfers  
Individual, FOX MULDER  
Individual, SAMANTHA...  
Transferees  
Individual, D...  
Properties  
ERF 234 LA...  
34543 ( J SOAP to S...  
37891 ( WILSON to ...  
40912 ( WINDSOR to WINDSOI...  
4586 ( TARZAN to JANE )  
5678 ( AM MURRAY to THE ML...  
69876 ( BLOGGS to SOAP )  
75849 ( FARRELL to FIENNES )  
77685 ( WATSON to HOLMES )  
80562 ( JOHNSON to J C CONS...  
85643 ( HALFORD to GRADIGE...  
95867 ( POTTER to DUMBLED...  
AV/08/A150/112 ( DD ARPIN T...  
AV/08/E335/020 ( CC EDELSON...  
AV/08/J290/095 ( BE JONES T...  
AV/08/S917/102 ( HJ/N STEYN...  
AV/A22/03 ( JJ SMIT to DG ANI...  
FK/A100/02 ( N & NC NGCOBO...  
FK/A110/02 ( M A LIONMAN )

Valuation must be requested at the time of the initial request.



The Primary Transferor/Transferee needs to be identified in matters where there are multiple parties. This will identify the party to whom the account will be sent (transferee).



Once all info completed - Initiate Request.



**Transfers** File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Process cost entry:

Cost description:

Transaction description:

Account number:

0.00

Message to export:

Comments:

Length (max 2000)  
0 characters

**Incomplete information**

 For accurate processing of the rates application, complete all mandatory fields (labeled in red).

There are empty mandatory fields on the property rates clearance tab.

Transfers

- 1254 ( SMITH to JONES )
- 2897 (MULDER to SCULLY)
- Transfers
  - Individual, FOX MULDER
  - Individual, SAMANTHA.
- Transferees
  - Individual, DANA SCULL
- Properties
  - ERF 234 LA LUCIA RE
- 34543 ( J SOAP to SILVEROAKS )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOR )
- 458
- 567
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS )
- 85643 ( HALFORD to GRADIGE )
- 95867 ( POTTER to DUMBLED )
- AV/08/A150/112 ( DD ARPIN T )
- AV/08/E 335/020 ( CC EDELSON )
- AV/08/J290/095 ( BE JONES T )
- AV/08/S917/102 ( HJ/N STEYN )
- AV/A22/03 ( JJ SMIT to DG ANI )
- FK/A100/02 ( N & NC NGCOBO )
- FK/A112/03 ( M & L HONMAN )

**Transfers** File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Process cost entry:

Cost description:

Transaction description:

Account number:

**Confirm**

Apply for the rates clearance certificate electronically?

Transfer: 2897 (MULDER to SCULLY)

Property: ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL

Comments:  Length (max 2000) 0 characters

Transfers

- 1254 ( SMITH to JONES )
- 2897 (MULDER to SCULLY)
  - Transfers
    - Individual, FOX MULDER
    - Individual, SAMANTHA
  - Transferees
    - Individual, DANA SCULLY
  - Properties
    - ERF 234 LA LUCIA R
- 34543 ( J SOAP to SILVEROAK )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOR )
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE M )
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C COM )
- 85643 ( HALFORD to GRADIG )
- 95867 ( POTTER to DUMBLE )
- AV/08/A150/112 ( DD ARPIN T )
- AV/08/E335/020 ( CC EDELSON )
- AV/08/J290/095 ( BE JONES T )
- AV/08/S917/102 ( HJ/N STEYN )
- AV/A22/03 ( JJ SMIT to DG ANI )
- FK/A100/02 ( N & NC NGCOBO )
- FK/A112/02 ( M & M HONMAN )

**Transfers** [minimize] [maximize] [close]

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property | Deed conditions | PA conditions | Preambles | Rates clearance

Transfers

- 1254 ( SMITH to JONES )
- 2897 (MULDER to SCULLY)
  - Transfers
    - Individual, FOX MULDER
    - Individual, SAMANTHA
  - Transferees
    - Individual, DANA SCULL
  - Properties
    - ERF 234 LA LUCIA RE
- 34543 ( J SOAP to S...
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WI
- 4586 ( TARZAN to JANE
- 5678 ( AM MURRAY to T
- 69876 ( BLOGGS to GOA
- 75849 ( FARRELL to FIE
- 77685 ( WATSON to HOI
- 80562 ( JOHNSON to J C
- 85643 ( HALFORD to GR
- 95867 ( POTTER to DUMBLEDO
- AV/08/A150/112 ( T D APPIN T
- AV/08/E335/020 ( CC EDELSD
- AV/08/J290/095 ( BE JONES T
- AV/08/S917/102 ( HJ/N STEY
- AV/A22/03 ( JJ SMIT to DG ANI
- FK/A100/02 ( N & NC NGCOBO
- FK/A112/02 ( M A LIONMAN J

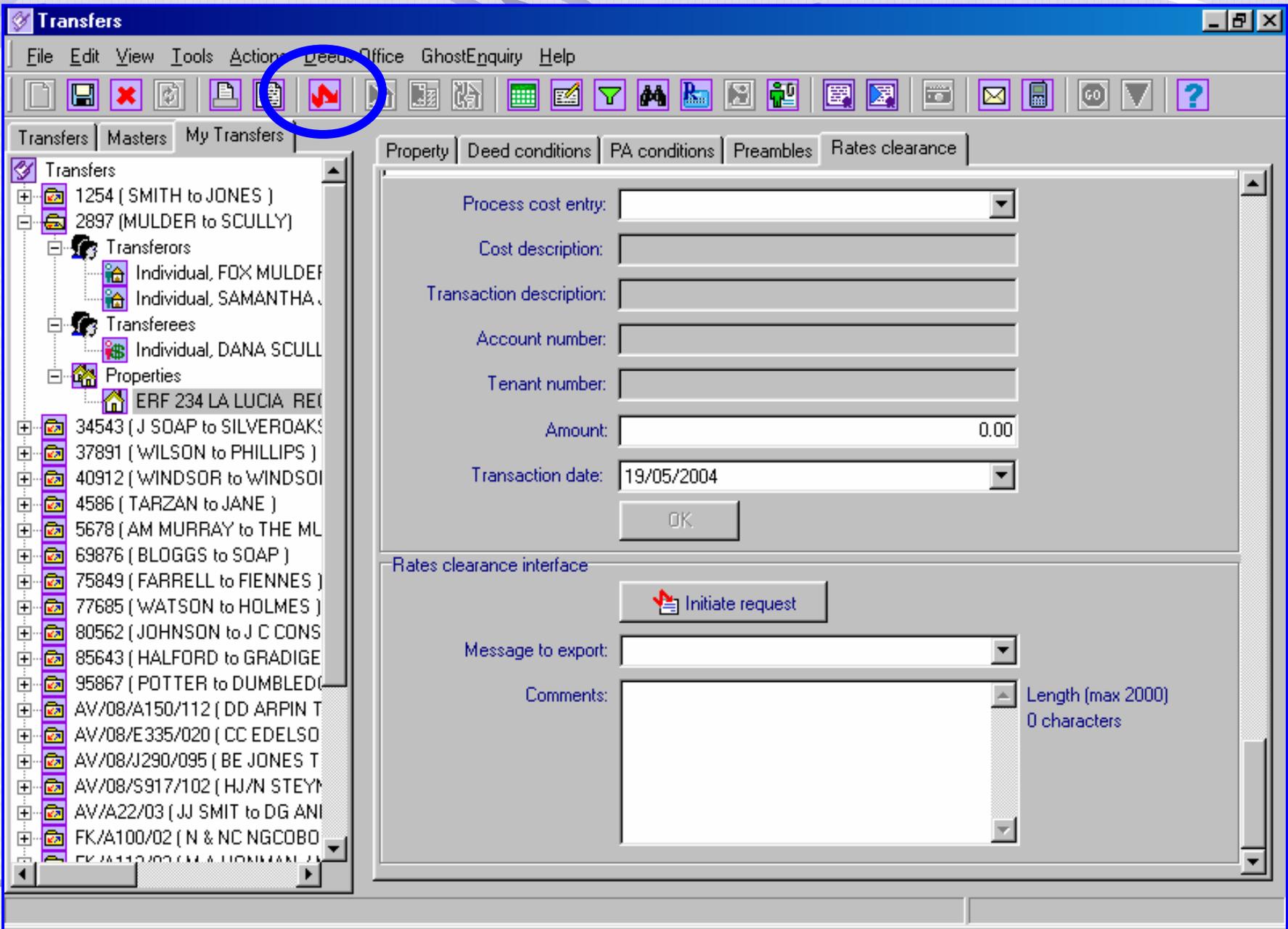
Process cost entry: [dropdown]  
Cost description: [text]  
Transaction description: [text]  
Account number: [text]  
Tenant number: [text]  
Amount: [text] 0.00

Comments: [text] Length (max 2000) U characters

**Information** [close]

 The electronic rates clearance request has been queued for exporting.

OK



**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Process cost entry:

Cost description:

**Transfers electronic interface**

Actions

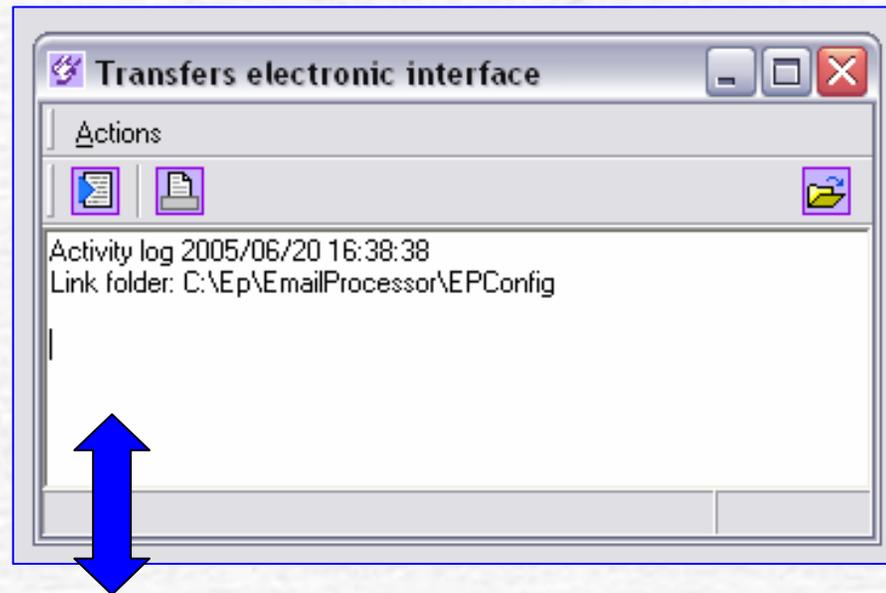
Activity log 2004/05/19 11:43:05  
Link folder: C:\ep\emailprocessor\epconfig

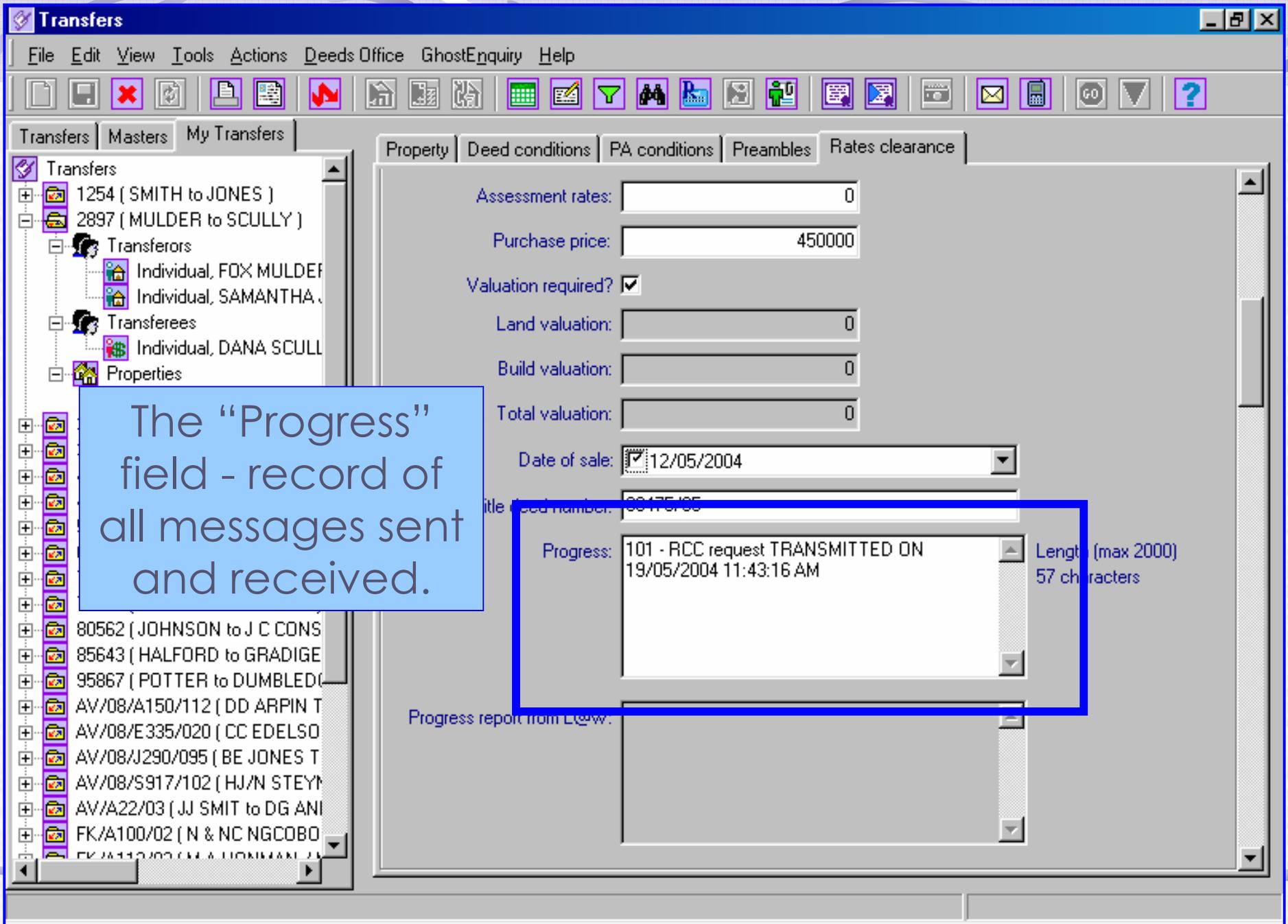
1 record exported.

(max 2000)  
acters

The screenshot shows the 'Transfers' application window. On the left is a tree view of transfers, including entries like '1254 (SMITH to JONES)', '2897 (MULDER to SCULLY)', and '34543 (J SOAP to SILVEROAKS)'. The main area on the right displays the 'Property' tab for a selected transfer, showing fields for 'Process cost entry' and 'Cost description'. A smaller window titled 'Transfers electronic interface' is overlaid on top, showing an 'Actions' menu and an activity log. The activity log contains the text 'Activity log 2004/05/19 11:43:05' and 'Link folder: C:\ep\emailprocessor\epconfig'. Below this, it states '1 record exported.' A blue arrow points from the 'Transfers electronic interface' window to the '1 record exported.' text. At the bottom right of the main window, there is a label '(max 2000)' and 'acters'.

# The import / export procedure





**Transfers**

File Edit View Tools Actions DeedsOffice GhostEnquiry Help

Transfers Masters My Transfers

Transfers  
+ 1254 ( SMITH to JONES )

Property | Deed conditions | PA conditions | Preambles | Rates clearance

Future residential address: 24 Sunshine Drive  
SUNNINGDALE  
4051

Postal code: 4051

Home telephone: 592-4876

Rates clearance certificate

Application date:  19/05/2004

Validity date:  30/09/2004

Request withdrawal:  21/05/2004

Withdrawal confirmed:  21/05/2004

Date issued:  21/05/2004

RCC number:

Rates costs

Confirm payment method:

View

- Prepayment costs entries
- Outstanding costs entries

85643 ( HALFORD to GRADIGE )  
95867 ( POTTER to DUMBLED )  
AV/08/A150/112 ( DD ARPIN T )  
AV/08/E335/020 ( CC EDELSON )  
AV/08/J290/095 ( BE JONES T )  
AV/08/S917/102 ( HJ/N STEYNTON )  
AV/A22/03 ( JJ SMIT to DG ANTONIO )  
FK/A100/02 ( N & NC NGCOBOLD )

Start | Inbox - Microsoft | Microsoft Power | Microsoft Word | System Manag | Transfers | 03-23

RCC application date completed

Validity date calculated – 4 months



**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers Summary Diary Progress dates Transfer Correspondence General Additional documents Financial

Transfers

- 1254 ( SMITH to JONES )
- 3340 ( MULDER to SCULLY )
  - Transfers
    - Individual, FOX MULDER
    - Individual, SARAH JESS
  - Transferees
    - Individual, DANA
  - Properties
    - ERF 234 LA LU
- 34543 ( J SOAP to SILV
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSO
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE ML
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS
- 85643 ( HALFORD to GRADIGE
- 95867 ( POTTER to DUMBLED
- AV/08/A150/112 ( DD ARPIN T
- AV/08/E335/020 ( CC EDELSON
- AV/08/J290/095 ( BE JONES T
- AV/08/S917/102 ( HJ/N STEYN
- AV/A22/03 ( JJ SMIT to DG ANI
- FK/A100/02 ( N & NC NGCOBO

Date of next action: 22/05/2004

Preliminaries

Transferor contacted: 22/05/2004

Rates/levy figures requested:  21/05/2004

Rates/levy figures received: 22/05/2004

Initial letters sent: 22/05/2004

Sale conditions

Suspensive conditions due:  04/06/2004

Suspensive conditions fulfilled: 22/05/2004

Deposit due:  04/06/2004

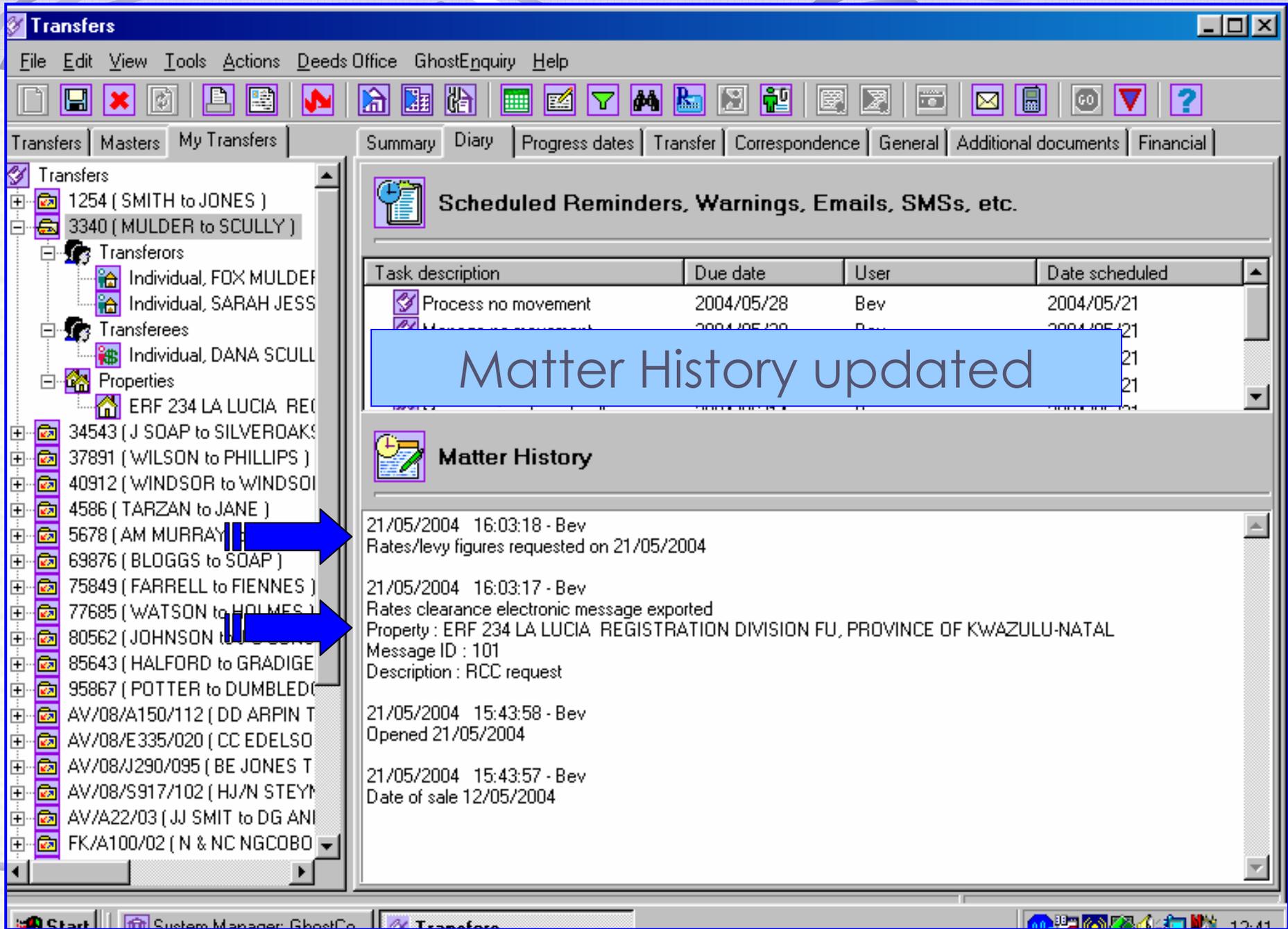
Deposit received: 22/05/2004

Bond due:  28/05/2004

Bond granted: 22/05/2004

“Rates Requested” Progress Date completed.

Start System Manager: GhostCo Transfers 12:29



**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Property details

LAW reference: 65132

User reference: JOE SOAP ATTORNEYS - Bev

Rates account number: 57092

Water account number:

Electricity account number:

Erf number: 234

Portion Number: 234

Property description: ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL Length (max 250)  
69 characters

Street address: 22 Sunshine Drive  
LA LUCIA

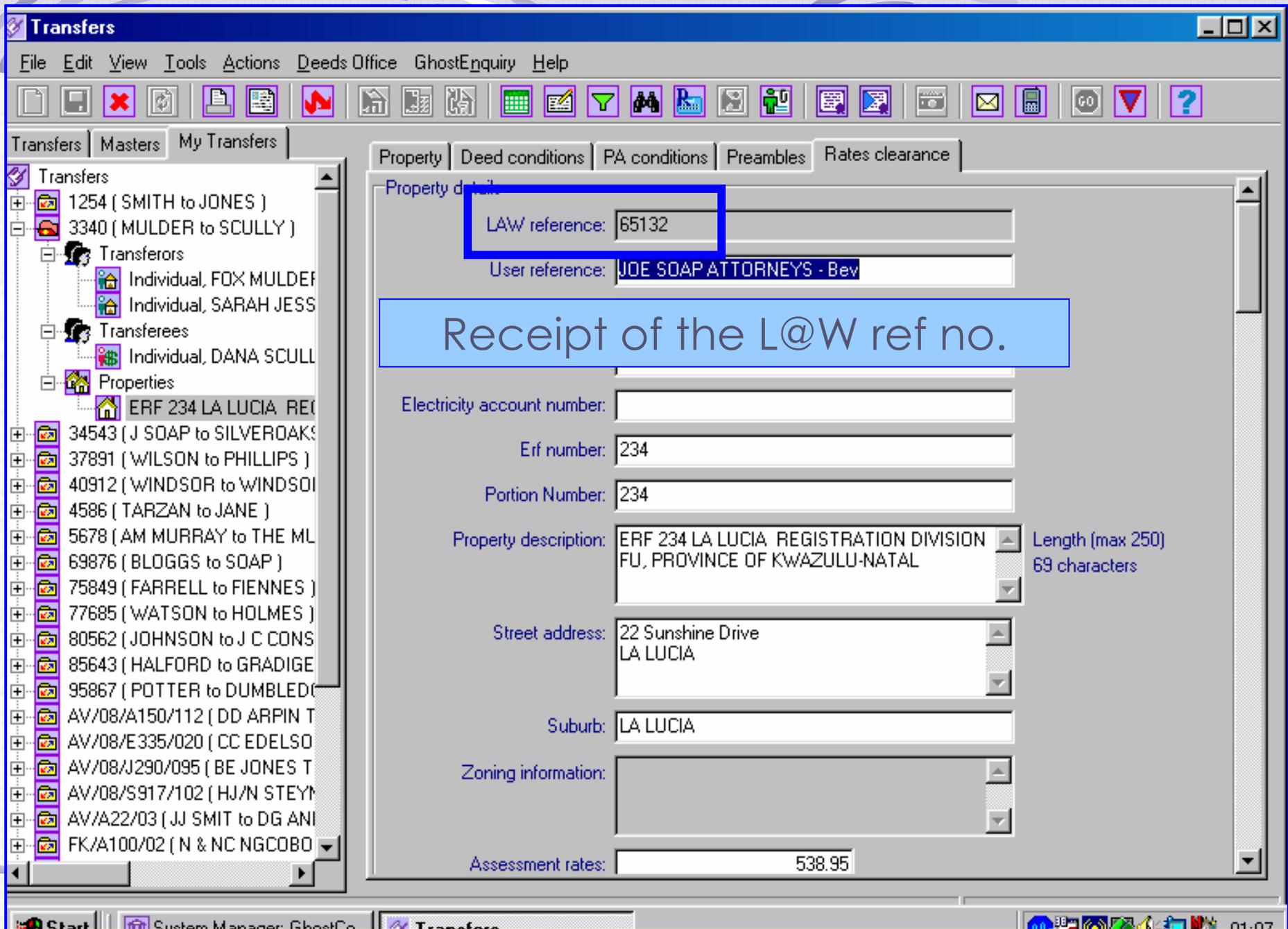
Suburb: LA LUCIA

Zoning information:

Assessment rates: 538.95

Transfers

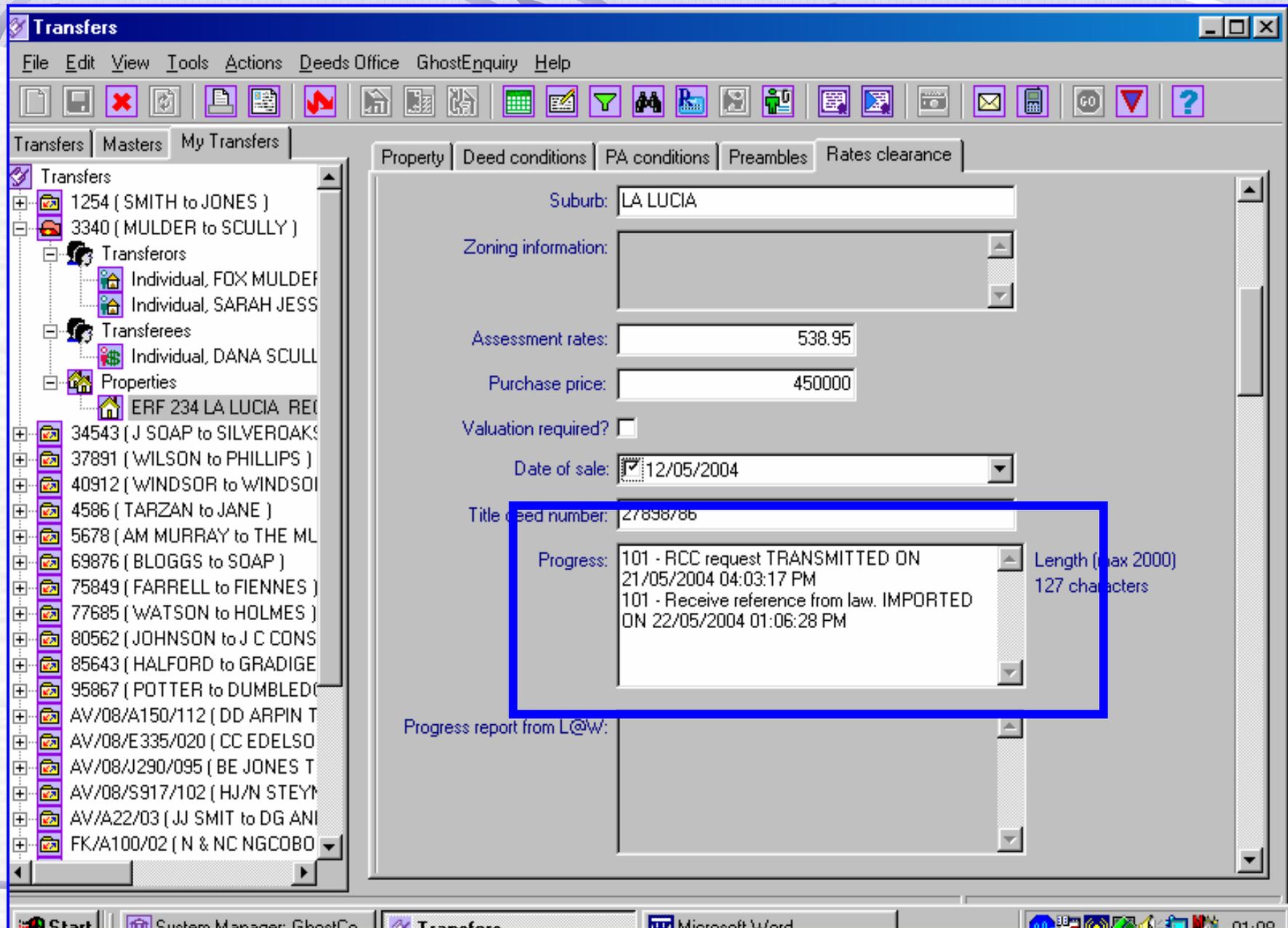
- 1254 ( SMITH to JONES )
- 3940 ( MULDER to SCULLY )
- Transfers
  - Individual, FOX MULDER
  - Individual, SARAH JESS
- Transferees
  - Individual, DANA SCULL
- Properties
  - ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL
- 34543 ( J SOAP to SILVEROAKS )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOR )
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE ML )
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS )
- 85643 ( HALFORD to GRADIGE )
- 95867 ( POTTER to DUMBLEDOR )
- AV/08/A150/112 ( DD ARPIN T )
- AV/08/E335/020 ( CC EDELSON )
- AV/08/J290/095 ( BE JONES T )
- AV/08/S917/102 ( HJ/N STEYN )
- AV/A22/03 ( JJ SMIT to DG ANI )
- FK/A100/02 ( N & NC NGCOBO )

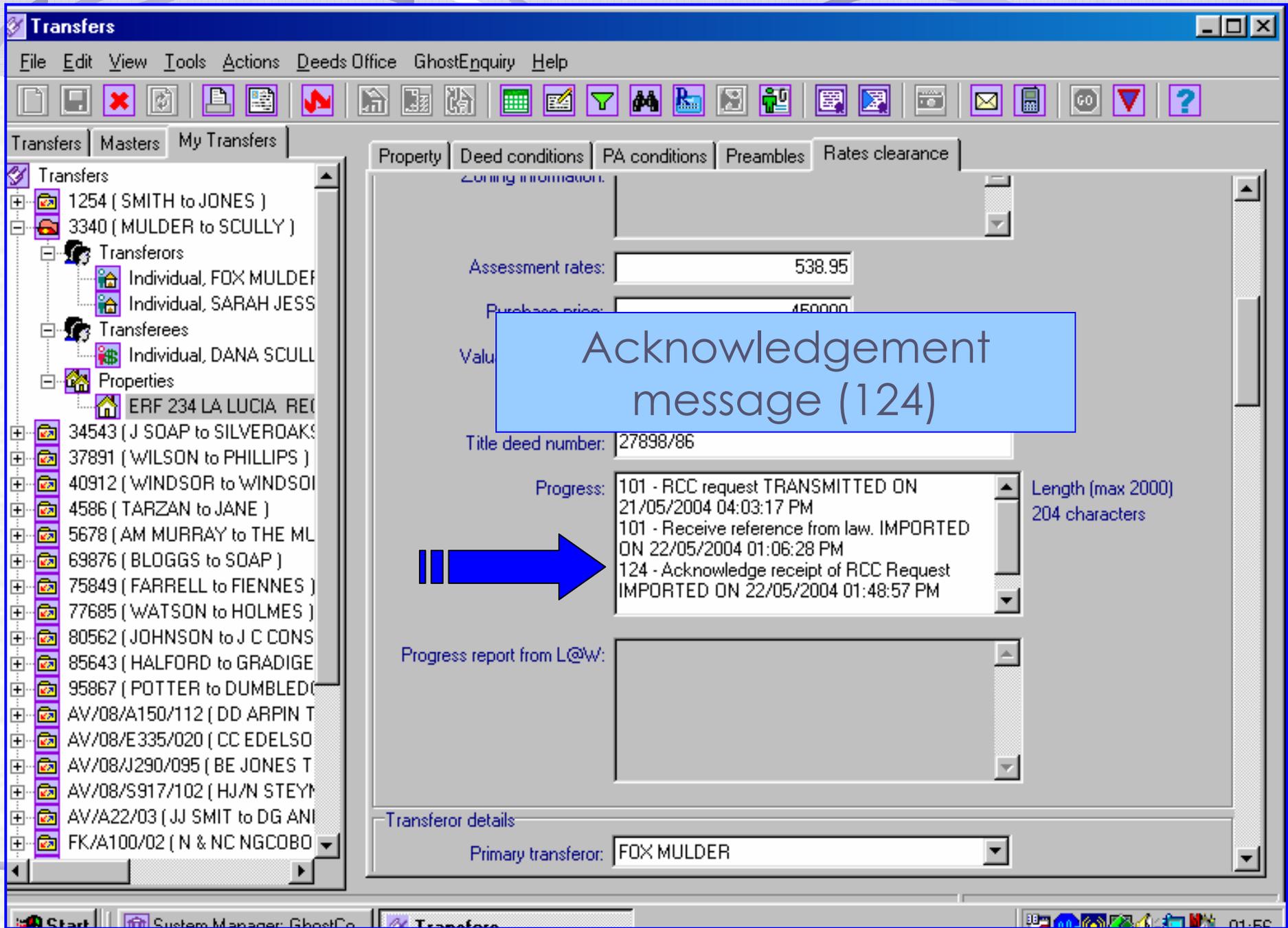


Receipt of the L@W ref no.

LAW reference: 65132  
User reference: JOE SOAP ATTORNEYS - Bev

Electricity account number:   
Erf number: 234  
Portion Number: 234  
Property description: ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL  
Street address: 22 Sunshine Drive  
LA LUCIA  
Suburb: LA LUCIA  
Zoning information:   
Assessment rates: 538.95





**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Transfers

- 10009 (CLARK, FRANCOIS S. TO G...
  - Transferors
    - Individual, FRANCOIS SHAF...
  - Transferees
    - Individual, GAIL MARGARE...
  - Properties
    - ERF 80237 HEATHFIELD ir...
- 116 ( TOYER Z / SAMAAI S )
- 123436574837 ( AJ Cole & M Rothm
- 2310114 ( MR PETRUS THANGO )

Property | Deed conditions | PA conditions | Preambles | Will conditions | Rates clearance

Hates Payable \*  
(Monthly/Annually): A

Valuation required?

Land valuation: 50000

The deed number: 55445755

Progress: TRANSMITTED ON 21/06/2005 09:19:58  
102 - Costs paid TRANSMITTED ON  
21/06/2005 09:19:59  
142 - Council details IMPORTED ON  
24/06/2005 09:56:52

Length (max 2000)  
531 characters

Progress report from L@W:

Transferor details  
EDANCOIS QUADRI CLADY

', and 'Land valuation: 50000'. Below this is a text area for 'The deed number: 55445755' and a 'Progress' section with a list of events: 'TRANSMITTED ON 21/06/2005 09:19:58', '102 - Costs paid TRANSMITTED ON 21/06/2005 09:19:59', and '142 - Council details IMPORTED ON 24/06/2005 09:56:52'. A blue arrow points from the left towards the 'Progress' section. To the right of the 'Progress' list is a label 'Length (max 2000) 531 characters'. At the bottom, there is a 'Progress report from L@W:' section and a 'Transferor details' section with a dropdown menu showing 'EDANCOIS QUADRI CLADY'."/>

Council Information (142)  
Details of user at the council

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Valuation details received (115)  
– Progress field updated

Transfers

- 1254 ( SMITH to JONES )
- 3340 ( MULDER to SCULLY )
  - Transfers
  - Individual, FOX MULDER
  - Individual, SARAH JESS
  - Transferees
  - Individual, DANA SCULL
  - Properties
  - ERF 234 LA LUCIA RE
- 34543 ( J SOAP to SILVEROAKS )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOR )
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE ML )
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS )
- 85643 ( HALFORD to GRADIGE )
- 95867 ( POTTER to DUMBLEDOR )
- AV/08/A150/112 ( DD ARPIN T )
- AV/08/E 335/020 ( CC EDELSON )
- AV/08/J290/095 ( BE JONES T )
- AV/08/S917/102 ( HJ/N STEYN )
- AV/A22/03 ( JJ SMIT to DG ANI )
- FK/A100/02 ( N & NC NGCOBO )

Purchase price: 450000

Valuation required?

Land valuation: 150000

Build valuation: 100000

Total valuation: 250000

Date of sale: 22/05/2004

Title deed number: 27898/86

Progress: 101 - Receive reference from law. IMPORTED ON 22/05/2004 01:06:28 PM  
124 - Acknowledge receipt of RCC Request IMPORTED ON 22/05/2004 01:48:57 PM  
115 - VALUATION INFO IMPORTED ON 22/05/2004 02:09:17 PM

Length (max 2000)  
261 characters

Progress report from L@W:



**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers Summary Diary Progress dates Transfer Correspondence General Additional documents Financial

Transfers

- 1254 ( SMITH to JONES )
- 3340 ( MULDER to SCULLY )
  - Transferors
    - Individual, FOX MULDER
    - Individual, SARAH JESS
  - Transferees
    - Individual, DANA SCULL
  - Properties
    - ERF 234 LA LUCIA REG
- 34543 ( J SOAP to SILVEROAKS )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOR )
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE ML )
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS )
- 85643 ( HALFORD to GRADIGE )
- 95867 ( POTTER to DUMBLEDOR )
- AV/08/A150/112 ( DD ARPIN T )
- AV/08/E335/020 ( CC EDELSON )
- AV/08/J290/095 ( BE JONES T )
- AV/08/S917/102 ( HJ/N STEYN )
- AV/A22/03 ( JJ SMIT to DG ANI )
- FK/A100/02 ( N & NC NGCOBO )

**Scheduled Reminders, Warnings, Emails, SMSs, etc.**

Task description	Due date	User	Date scheduled
Process title deed overdue	2004/05/28	Bev	2004/05/21
Process no movement	2004/05/31	Bev	2004/05/22
Manage no movement	2004/05/31	Bev	2004/05/22
Process drawing of documents	2004/06/10	Bev	2004/05/21
Manage signature deadline over...	2004/06/14	Bev	2004/05/21
Process overdue electrical certifi...	2004/06/28	Bev	2004/05/21
Process overdue borer certificate	2004/06/28	Bev	2004/05/21

**Matter History updated**

**Matter History**

22/05/2004 14:09:17 - Bev  
 Rates clearance electronic message imported  
 Property : ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL  
 Message ID : 115  
 Description : VALUATION INFO

22/05/2004 14:07:01 - Bev  
 Rates clearance electronic message imported  
 Property : ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL  
 Message ID : 124  
 Description : VALUATION INFO

Start | Labov - Microsoft Outl... | Microsoft PowerPoint | System Manager: Gh... | Transfers | 02-21

# Printing Valuation

GhostConvey Diary - Printing

File Edit View Help

Print Tasks

Documents to print - 123436574837 (AJ Cole\_M Rothman)

Task Name	Document name	#Copies	From pa.
<input type="checkbox"/> Electronic instruction documents	<input checked="" type="checkbox"/> Application for the supply of services	1	1
<input checked="" type="checkbox"/> Initial Letters	<input checked="" type="checkbox"/> Attorney's Report - all received costs: ERF1640 IN THE CITY OF CAPE TOWN,	1	1
<input type="checkbox"/> Documents for Signature	<input checked="" type="checkbox"/> Initial Letter to Estate Agent	1	1
<input type="checkbox"/> SARS Declarations	<input checked="" type="checkbox"/> Initial Letter to Transferee	1	1
<input type="checkbox"/> Bridging Finance Documents	<input checked="" type="checkbox"/> Initial Letter to Transferor	1	1
<input type="checkbox"/> User Documents	<input checked="" type="checkbox"/> Letter to Bond Institution	2	1
<input type="checkbox"/> Additional Forms	<input checked="" type="checkbox"/> Pro Forma Account	1	1
<input type="checkbox"/> Lodgement Documents	<input checked="" type="checkbox"/> Rates Application Cover Sheet	1	1
<input type="checkbox"/> On Registration - Letters and Fina...	<input checked="" type="checkbox"/> Rates Clearance Attorney Schedule - ERF1640 IN THE CITY OF CAPE TOWN,	1	1
<input type="checkbox"/> Documents on release of deed b...	<input checked="" type="checkbox"/> Rates Clearance Certificate (Cape Town)	1	1
	<input checked="" type="checkbox"/> Rates Clearance Letter	1	1
	<input checked="" type="checkbox"/> Valuation Certificate - ERF1640 IN THE CITY OF CAPE TOWN,	1	1

Print items

1 of 12 documents selected



# Printing Valuation

Valuation Certificate - ERF 80237 HEATHFIELD in the City of Cape Town(24-12h52m5377s).rtf - Microsoft Word

File Edit View Insert Format Tools Table GhostFill Window Help

Type a question for help

ISIXEKO-SASEKAPA  
CITY-OF-CAPE-TOWN  
STAD-KAAPSTAD

Official/Beampite/eyobh'kulumente → :JOE-BLOGGS

Tel-No/Tel-Nr./Inombolo-yefowuni → :0214195634

Fax-No/Faks-Nr./Inombolo-yefaksi → :0214195635

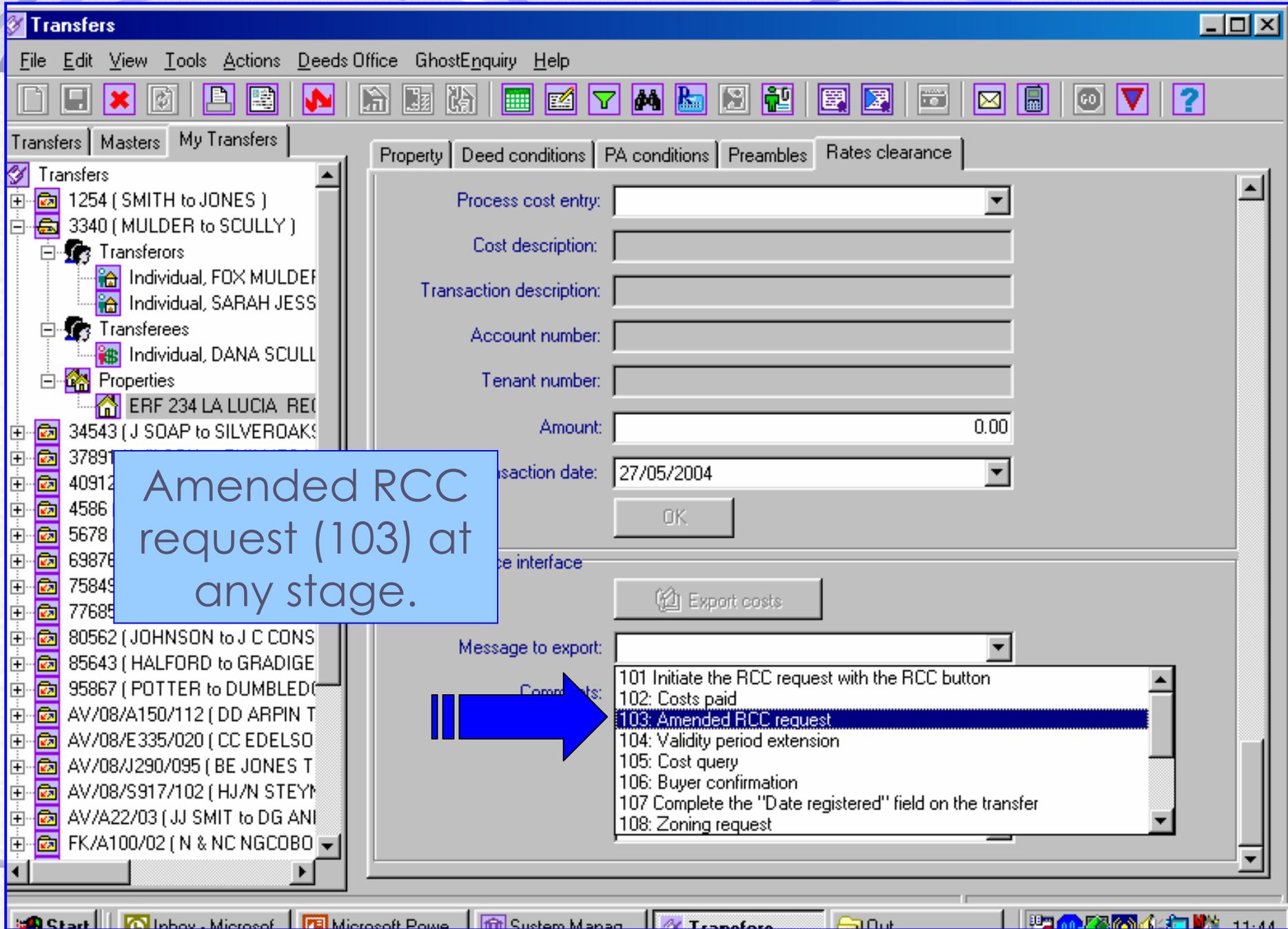
Date/Datum/Umhla: 24-June-2005

---

VALUATION-CERTIFICATE  
WAARDASIESERTIKAAT  
ISIQINISEKISO-SOVAVANYO

Registered Owner					x
Geregistreeerde Eienaar	GAIL-MARGARET-GOTTE				
Ifani-yoMnini					
oBhalisiweyo					
Erf-No.:	80237	Allotment/Farm		Ptn.:	x
Erf-Nr.:		Toedeling/Plaas	x	Ged.:	x
Inomb. yeSiza		Isabelo/fama			
Site-Address:	9-KENSINGTON-MEWS				x
Liggingadres	GALWAY-ROAD				
Idilesi-yesiza	HEATHFIELD				
	CAPE-TOWN				
Sectional-Title No.:					x
Deeltitel-Nr					

Page 1 Sec 1 1/1 At 2.5cm Ln 1 Col 1 REC TRK EXT OVR English (Sou)





Transfers Masters My Transfers

- Transfers
  - 1254 ( SMITH to JONES )
  - 3340 ( MULDER to SCULLY )
  - Transfers
    - Individual, FOX MULDER
    - Individual, SARAH JESS
  - Transferees
    - Individual, DANA SCULL
  - Properties
    - ERF 234 LA LUCIA REI
- 34543 ( J SOAP to SILVEROAKS )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOI
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE ML
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS
- 85643 ( HALFORD to GRADIGE
- 95867 ( POTTER to DUMBLED
- AV/08/A150/112 ( DD ARPIN T
- AV/08/E335/020 ( CC EDELSE
- AV/08/J290/095 ( BE JONES T
- AV/08/S917/102 ( HJ/N STEYM
- AV/A22/03 ( JJ SMIT to DG ANI
- FK/A100/02 ( N & NC NGCOBO

Property Deed conditions PA conditions Preambles Rates clearance

Process cost entry:

Cost description:

Transaction description:

Account number:

Tenant number:

Amount: 0.00

**Confirm**

Send amended request for rates clearance certificate?

Transfer: 3340 (MULDER to SCULLY)

Property: ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL

Yes No



Message

Rates clearance in

Comments:

- 101 Initiate the RCC request with the RCC button
- 102: Costs paid
- 103: Amended RCC request**
- 104: Validity period extension
- 105: Cost query
- 106: Buyer confirmation
- 107 Complete the "Date registered" field on the transfer
- 108: Zoning request

Transfers

File Edit View Tools Actions Deeds Office GhostEnquiry Help



Transfers Masters My Transfers

- Transfers
  - 1254 ( SMITH to JONES )
  - 3340 ( MULDER to SCULLY )
  - Transfers
    - Individual, FOX MULDER
    - Individual, SARAH JESS
  - Transferees
    - Individual, DANA SCULL
  - Properties
    - ERF 234 LA LUCIA REI
- 34543 ( J SOAP to SILVEROAKS )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOI
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE ML
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS
- 85643 ( HALFORD to GRADIGE
- 95867 ( POTTER to DUMBLED
- AV/08/A150/112 ( DD ARPIN T
- AV/08/E335/020 ( CC EDELSE
- AV/08/J290/095 ( BE JONES T
- AV/08/S917/102 ( HJ/N STEYM
- AV/A22/03 ( JJ SMIT to DG ANI
- FK/A100/02 ( N & NC NGCOBO

Property Deed conditions PA conditions Preambles Rates clearance

Process cost entry:

Cost description:

Transaction description:

Account number:

Amount:

Transac:

Rates clearance in:

Message:

Comments:

**Information**

The amended rates clearance request has been queued for exporting.

OK

**Confirm**

Send amended request for rates clearance certificate?

Transfer: 3340 (MULDER to SCULLY)

Property: ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL

Yes No

- 101 Initiate the RCC request with the RCC button
- 102: Costs paid
- 103: Amended RCC request
- 104: Validity period extension
- 105: Cost query
- 106: Buyer confirmation
- 107 Complete the "Date registered" field on the transfer
- 108: Zoning request

# Outstanding Costs

The screenshot shows the 'Transfers' application window. The left pane displays a tree view of transfers, with 'ERF 234 LA LUCIA REI' selected. The right pane shows the details for this transfer, including 'Build valuation: 100000', 'Total valuation: 250000', and 'Date of sale: 12/05/2004'. The 'Progress' section is expanded, showing a list of events. A blue box highlights the entry: '114 - Amount outstanding IMPORTED ON 22/05/2004 02:20:09 PM'. A text box overlaid on the screenshot states: 'Basic outstanding costs received (114). These must be processed individually.'

Transfers

File Edit View Tools Actions DeedsOffice GhostEnquiry Help

Transfers Masters My Transfers

Transfers

- 1254 ( SMITH to JONES )
- 3340 ( MULDER to SCULLY )
- Transfers
  - Individual, FOX MULDER
  - Individual, SARAH JESS
- Transferees
  - Individual, DANA SCULL
- Properties
  - ERF 234 LA LUCIA REI

34543 ( J SOAP to SILVEROAKS )

37891 ( WILSON to PHILLIPS )

40912 ( WINDSOR to WINDSOR )

4586 ( TARZAN to JANE )

5678 ( AM MURRAY to THE ML )

69876 ( BLOGGS to SOAP )

75849 ( FARRELL to FIENNES )

77685 ( WATSON to HOLMES )

80562 ( JOHNSON to J C CONS )

85643 ( HALFORD to GRADIGE )

95867 ( POTTER to DUMBLEDOR )

AV/08/A150/112 ( DD ARPIN T )

AV/08/E335/020 ( CC EDELSON )

AV/08/J290/095 ( BE JONES T )

AV/08/S917/102 ( HJ/N STEYN )

AV/A22/03 ( JJ SMIT to DG ANI )

FK/A100/02 ( N & NC NGCOBO )

Property Deed conditions PA conditions Preambles Rates clearance

Build valuation: 100000

Total valuation: 250000

Date of sale: 12/05/2004

Title deed number: 27898/86

Progress: IMPORTED ON 22/05/2004 01:48:57 PM  
115 - VALUATION INFO IMPORTED ON 22/05/2004 02:09:17 PM  
114 - Amount outstanding IMPORTED ON 22/05/2004 02:20:09 PM

Length (max 2000)  
322 characters

Progress report

Transferor detail

Bank account number: 568091276

Bank name: STANDARD BANK

Bank branch name: MISCDAVE

Basic outstanding costs received (114). These must be processed individually.

Start System Manager Matter History Microsoft Power Transfers

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Rates costs

Confirm payment method:

View

Prepayment costs entries

Outstanding costs entries

Cost description	Transaction description	Amount	Imported/exported
BASIC REFUSE	Imported: outstanding c...	160	2004-05-22
BASIC SEWERAGE	Imported: outstanding c...	170	2004-05-22

Process cost entry:

Cost description:

Transaction description:

Start System Manager Rates Clearance Microsoft Power Transfers 02-26

**Purple = outstanding costs imported**

**Black = processed, but not exported**

**Grey = costs exported**

# Printing Outstanding Costs

The screenshot shows the 'GhostConvey Diary - Printing' application window. The interface includes a menu bar (File, Edit, View, Help), a toolbar with various icons, and two main panes. The left pane, titled 'Print Tasks', lists various document categories. The right pane, titled 'Documents to print - 116 (TOYER Z / SAMAAI S)', displays a table of documents with columns for 'Document name', '#Copies', and 'From pa.'. A blue arrow points from the 'Initial Letters' task in the left pane to the corresponding document in the right pane.

Task Name	Document name	#Copies	From pa.
<input type="checkbox"/> Electronic instruction documents	<input checked="" type="checkbox"/> Application for the supply of services	1	1
<input checked="" type="checkbox"/> Initial Letters	<input checked="" type="checkbox"/> Attorney's Report - all received costs: ERF 1123 CAPE TOWN AT SALT RIVER IN T...	1	1
<input type="checkbox"/> Documents for Signature	<input checked="" type="checkbox"/> Initial Letter to Estate Agent	1	1
<input type="checkbox"/> SARS Declarations	<input checked="" type="checkbox"/> Initial Letter to Transferee	1	1
<input type="checkbox"/> Bridging Finance Documents	<input checked="" type="checkbox"/> Initial Letter to Transferor	1	1
<input type="checkbox"/> User Documents	<input checked="" type="checkbox"/> Letter to Bond Institution	2	1
<input type="checkbox"/> Additional Forms	<input checked="" type="checkbox"/> Pro Forma Account	1	1
<input type="checkbox"/> Lodgement Documents	<input checked="" type="checkbox"/> Rates Application Cover Sheet	1	1
<input type="checkbox"/> On Registration - Letters and Fina...	<input checked="" type="checkbox"/> Rates Clearance Attorney Schedule - ERF 1123 CAPE TOWN AT SALT RIVER IN ...	1	1
<input type="checkbox"/> Documents on release of deed b...	<input checked="" type="checkbox"/> Rates Clearance Certificate (Cape Town)	1	1
	<input checked="" type="checkbox"/> Rates Clearance Letter	1	1

Print items | 1 of 11 documents selected

# Printing Outstanding Costs

Attorney's Report - all received costs ERF1640 IN THE CITY OF CAPE TOWN,(21-09h48m03702s).rtf - Microsof...

File Edit View Insert Format Tools Table GhostFill Window Help Type a question for help

Transfers + Bla Arial 8 B I U

Attorney's Report  
Legal Associates

Attorney Internal Ref: Trainee/Transfer

RCA No		Assessment Rates	0,00
Vol No		Date Of Sale	24/02/2005
Rate No	123123123	Suburb	LANSDOWNE
Sub Code		Farm / Township	
OE Code		Extent	
App Expiry Date	31/10/2005	Erf	123
Physical Addr 1	65 CEKISO CRESCENT LANSDOWN CAPE TOWN	Portion	
Physical Addr 2		Rem	
Physical Addr 3		Parent	
Physical Code		Use Code	
Land Value	50 000,00	Rate Code	
Build Value	100 000,00	Zone Code	
Sale Price	1 500 000,00	Sale In Exec	

Page 1 Sec 1 1/1 At 12.7cm Ln 26 Col 1 REC TRK EXT OVR English (U.S)

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Transfers

- 10009 (CLARK, FRANCOIS S. TO G
  - Transfers
    - Individual, FRANCOIS SHAF
  - Transferees
    - Individual, GAIL MARGARET
  - Properties
    - ERF 80237 HEATHFIELD ir
- 116 ( TOYER Z / SAMAAI S )
- 123436574837 ( AJ Cole & M Rothm
- 2310114 ( MR PETRUS THANGO )

Property Deed conditions PA conditions Preambles Will conditions Rates clearance

Total valuation: 150000

Date of sale: \* 02/08/2004

Title deed number: SS443/95

Progress: 115 - VALUATION INFO IMPORTED ON 2005/06/13 12:48:17  
114 - Amount outstanding IMPORTED ON 2005/06/13 12:53:24  
141 - Special Conditions IMPORTED ON 2005/06/17 12:55:34

Length (max 2000)  
531 characters

Progress report from L@W:

Transferor details

Primary

Bank account

Bank name: ABSA

Bank branch name: CAPE TOWN

Bank branch code: 123456



Special Conditions (141) pertaining to the property are imported if applicable

# Printing Special Conditions

GhostConvey Diary - Printing

File Edit View Help

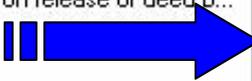
Print Tasks

Documents to print - 10009 (CLARK, FRANCOIS S. TO GOTTE, GAIL M.)

Task Name	Document name	#Copies	From pa...	To page
<input type="checkbox"/> Electronic instruction documents	<input checked="" type="checkbox"/> Application for the supply of services	1	1	END
<input checked="" type="checkbox"/> Initial Letters	<input checked="" type="checkbox"/> Attorney's Report - outstanding costs paid: ERF 8023...	1	1	END
<input type="checkbox"/> Documents for Signature	<input checked="" type="checkbox"/> Attorney's Report - all received costs: ERF 80237 HE...	1	1	END
<input type="checkbox"/> SARS Declarations	<input checked="" type="checkbox"/> Initial Letter to Estate Agent	1	1	END
<input type="checkbox"/> Bridging Finance Documents	<input checked="" type="checkbox"/> Initial Letter to Transferee	1	1	END
<input type="checkbox"/> User Documents	<input checked="" type="checkbox"/> Initial Letter to Transferor	1	1	END
<input type="checkbox"/> Additional Forms	<input checked="" type="checkbox"/> Letter to Bond Institution	2	1	END
<input type="checkbox"/> Lodgement Documents	<input checked="" type="checkbox"/> Pro Forma Account	1	1	END
<input type="checkbox"/> On Registration - Letters and Fina...	<input checked="" type="checkbox"/> Rates Application Cover Sheet	1	1	END
<input type="checkbox"/> Documents on release of deed b...	<input checked="" type="checkbox"/> Rates Clearance Attorney Schedule - ERF 80237 HE...	1	1	END
	<input checked="" type="checkbox"/> Conditions Attached to ERF 80237 HEATHFIELD in t...	1	1	END
	<input checked="" type="checkbox"/> Rates Clearance Certificate (Cape Town)	1	1	END
	<input checked="" type="checkbox"/> Rates Clearance Letter	1	1	END
	<input checked="" type="checkbox"/> Valuation Certificate - ERF 80237 HEATHFIELD in th...	1	1	END

Print items

1 of 14 documents selected





# Printing Attorney Schedule

GhostConvey Diary - Printing

File Edit View Help

Print Tasks

Documents to print - 123436574837 (AJ Cole \_M Rothman)

Task Name	Document name	#Copies	From pa.
<input type="checkbox"/> Electronic instruction documents	<input checked="" type="checkbox"/> Application for the supply of services	1	1
<input checked="" type="checkbox"/> Initial Letters	<input checked="" type="checkbox"/> Attorney's Report - all received costs: ERF1640 IN THE CITY OF CAPE TOWN,	1	1
<input type="checkbox"/> Documents for Signature	<input checked="" type="checkbox"/> Initial Letter to Estate Agent	1	1
<input type="checkbox"/> SARS Declarations	<input checked="" type="checkbox"/> Initial Letter to Transferee	1	1
<input type="checkbox"/> Bridging Finance Documents	<input checked="" type="checkbox"/> Initial Letter to Transferor	1	1
<input type="checkbox"/> User Documents	<input checked="" type="checkbox"/> Letter to Bond Institution	2	1
<input type="checkbox"/> Additional Forms	<input checked="" type="checkbox"/> Pro Forma Account	1	1
<input type="checkbox"/> Lodgement Documents	<input checked="" type="checkbox"/> Rates Application Cover Sheet	1	1
<input type="checkbox"/> On Registration	<input checked="" type="checkbox"/> Rates Clearance Attorney Schedule - ERF1640 IN THE CITY OF CAPE TOWN,	1	1
<input type="checkbox"/> Documents on release of deed b...	<input checked="" type="checkbox"/> Rates Clearance Certificate (Cape Town)	1	1
	<input checked="" type="checkbox"/> Rates Clearance Letter	1	1
	<input checked="" type="checkbox"/> Valuation Certificate - ERF1640 IN THE CITY OF CAPE TOWN,	1	1

Print items

1 of 12 documents selected



**After costs have been  
paid and you have your  
receipt number...**



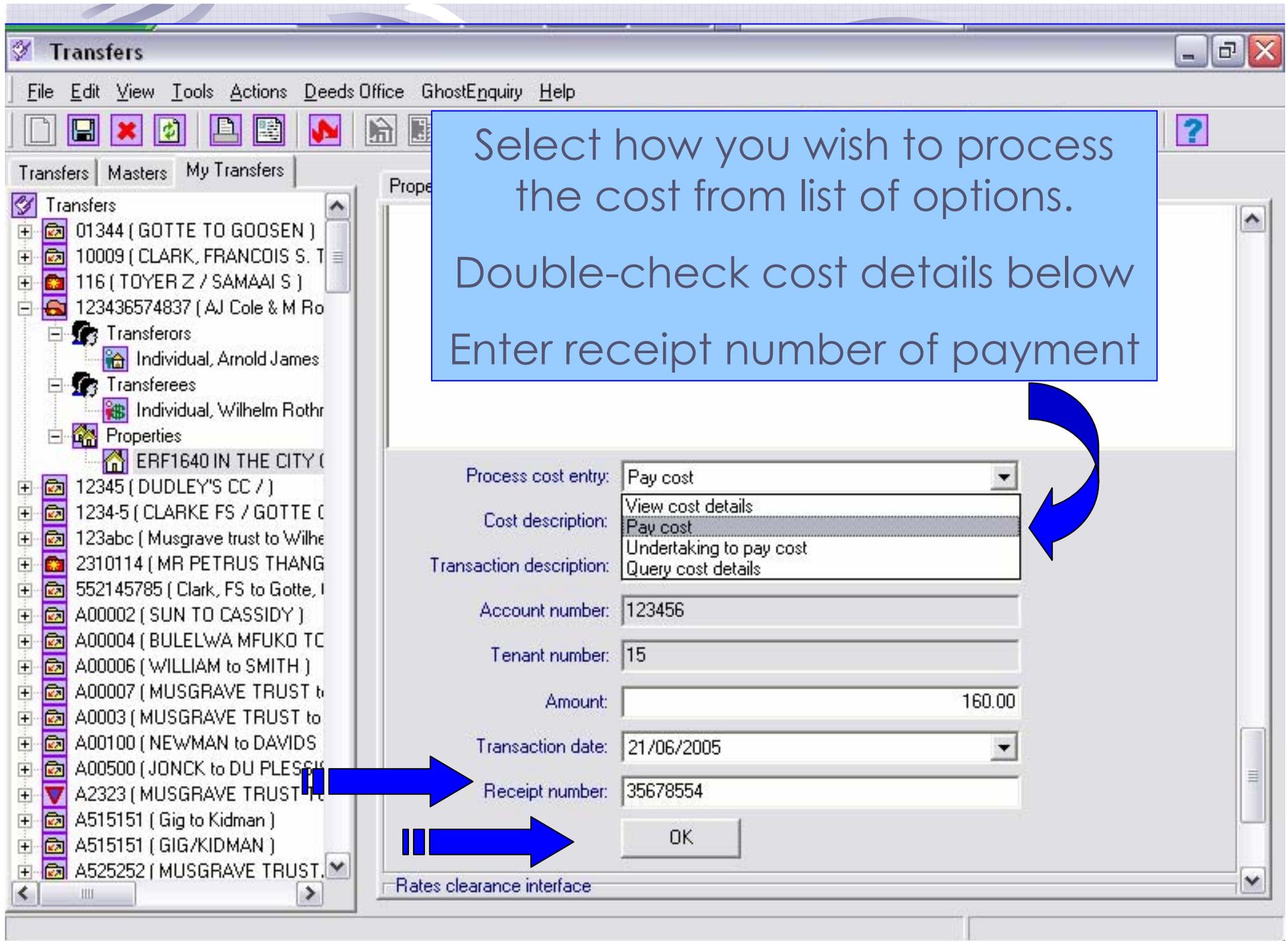
# To Process Costs: (Rates figures)

The screenshot shows the 'Transfers' application window. The left pane displays a tree view of transfers, with the first transfer selected. The right pane shows the 'Rates costs' section, which includes a table of costs and a 'Process cost entry' section.

Cost description	Transaction description	Amount	Imported/exported
BASIC REFUSE	Imported: outstanding c...	160	2004-05-22
BASIC SEWERAGE	Imported: outstanding c...	170	2004-05-22

Process cost entry: View cost details  
Cost description: BASIC REFUSE  
Transaction description: Imported: outstanding costs

Select the first cost to be processed.



**Undertaking :  
'Special  
Arrangement' with  
Council/Sheriff  
transactions**

**Cheque to follow :  
most common**

**Cash to follow :  
if applicable**

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property | Deed conditions | PA conditions | Preambles | Will conditions | Rates clearance

Date issued: 2005/04/22

RCC number:

Confirm payment method:

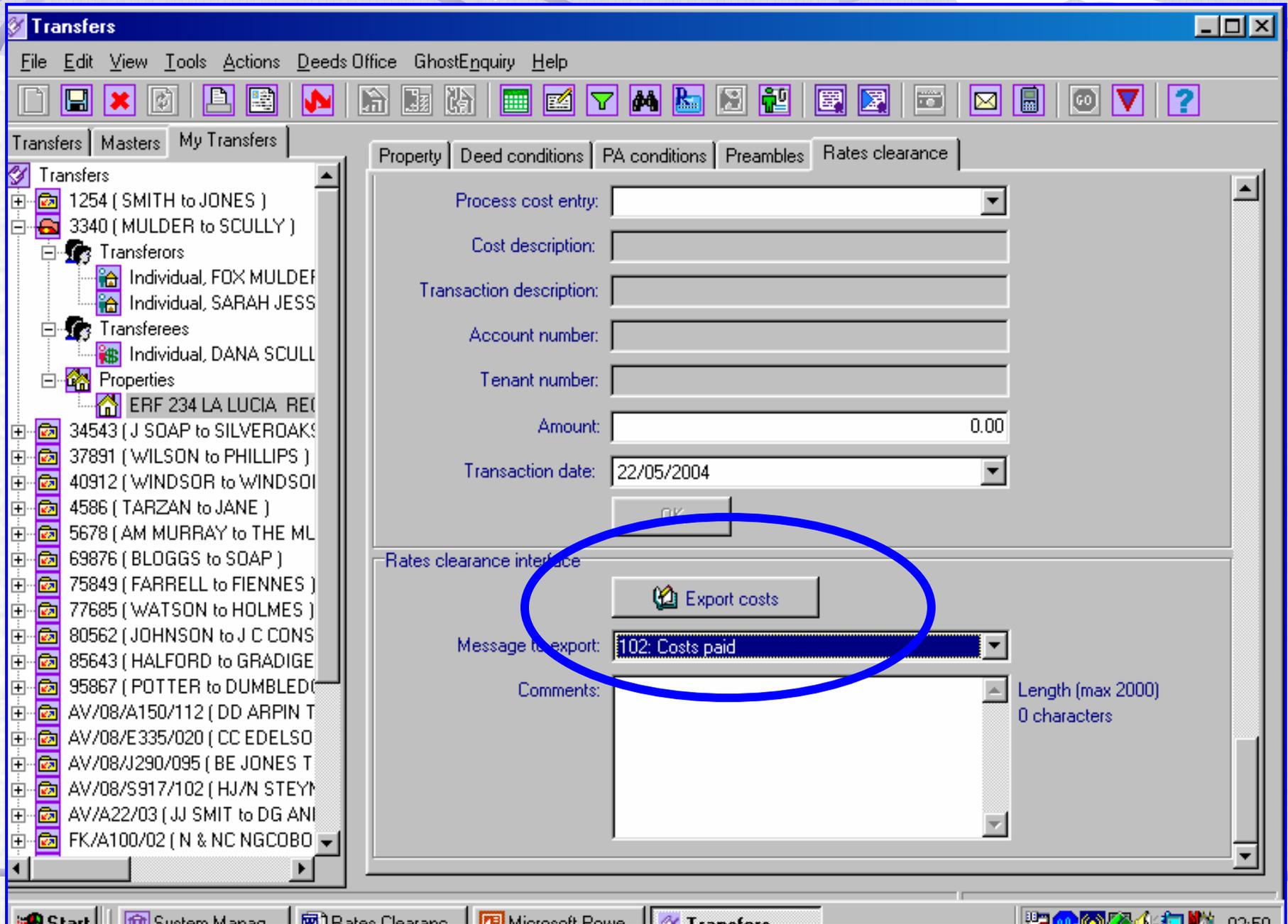
Undertaking  
 Cheque to follow  
 Cash to follow  
 Outstanding costs entries

Select payment method

Cost description	Transaction description	Amount	Valid from	Val
ASSESSMENT RATES	Imported: outstanding costs	50	2004-06-30	200
ASSESSMENT RATES	Paid: outstanding costs	50		
ASSESSMENT RATES	Undertaking: outstanding ...	50		
ASSESSMENT RATES	Queried: outstanding costs	50		

Process cost entry:

Properties  
Erf \* in the municipality of Cape Town, Cape [



**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Process cost entry:

Cost description:

Message to export: 102: Costs paid

Comments:

Length (max 2000)  
0 characters

OK

Message queued for exporting

The following message/s have been exported:  
"102: Costs paid"

The screenshot shows the 'Transfers' application window. On the left, there is a tree view of transfers, including entries like '1254 (SMITH to JONES)', '3340 (MULDER to SCULLY)', and '34543 (J SOAP to SILVERDAKS)'. The main area of the window is divided into tabs: 'Property', 'Deed conditions', 'PA conditions', 'Preambles', and 'Rates clearance'. The 'Property' tab is active, showing fields for 'Process cost entry', 'Cost description', and 'Message to export'. The 'Message to export' field contains the text '102: Costs paid'. Below this field is a 'Comments' text area. A message dialog box is overlaid on the window, displaying the text 'Message queued for exporting' and 'The following message/s have been exported: "102: Costs paid"'. A blue arrow points from the message dialog box to the 'Message to export' field.

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Rates costs

Confirm payment method: Cheque to follow

View

Prepayment costs entries

Outstanding costs entries

Cost description	Transaction description	Amount	Imported/exported
BASIC REFUSE	Imported: outstanding c...	160	2004-05-22
BASIC SEWERAGE	Imported: outstanding c...	170	2004-05-22
BASIC REFUSE	Paid: outstanding costs	160	

Costs now in Black – not yet exported.

Process cost entry:

Cost description:

Transaction description:

Start System Manag Rates Clearanc Microsoft Powe Transfers 02:54

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Transfers

- 1254 ( SMITH to JONES )
- 3340 ( MULDER to SCULLY )
- Transfers
  - Individual, FOX MULDER
  - Individual, SARAH JESS
- Transferees
  - Individual, DANA SCULL
- Properties
  - ERF 234 LA LUCIA REI
- 34543 ( J SOAP to SILVEROAKS )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOI
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE ML
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS
- 85643 ( HALFORD to GRADIGE
- 95867 ( POTTER to DUMBLED
- AV/08/A150/112 ( DD ARPIN T
- AV/08/E335/020 ( CC EDELSD
- AV/08/J290/095 ( BE JONES T
- AV/08/S917/102 ( HJ/N STEYM
- AV/A22/03 ( JJ SMIT to DG ANI
- FK/A100/02 ( N & NC NGCOBO

Property | Deed conditions | PA conditions | Preambles | Rates clearance

RCC number: \_\_\_\_\_

Rates costs

Confirm payment method: Cheque to follow

View

- Prepayment costs entries
- Outstanding costs entries

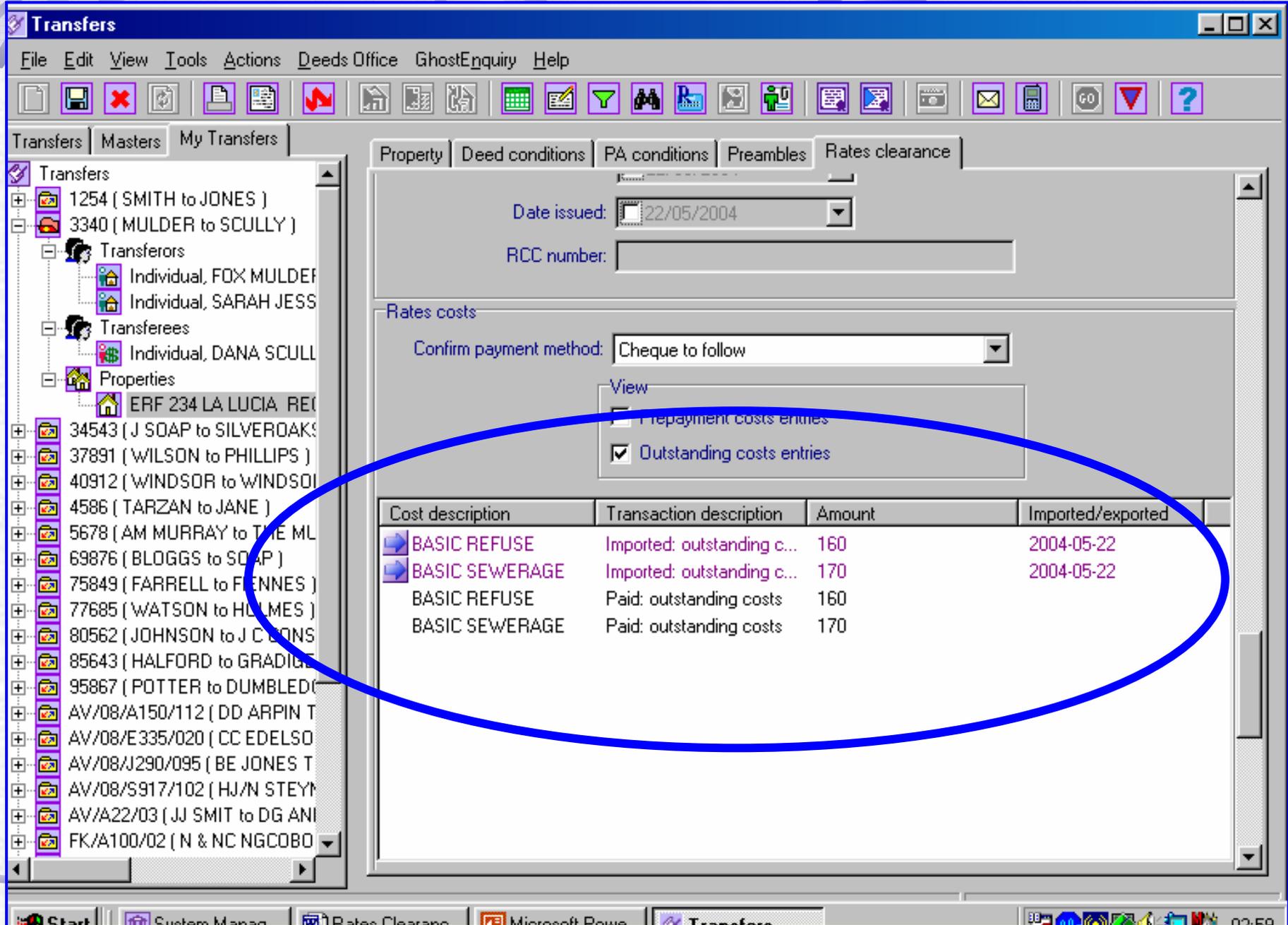
Cost description	Transaction description	Amount	Imported/exported
BASIC REFUSE	Imported: outstanding c...	160	2004-05-22
BASIC SEWERAGE	Imported: outstanding costs	170	2004-05-22
BASIC REFUSE	Paid: outstanding c...	160	

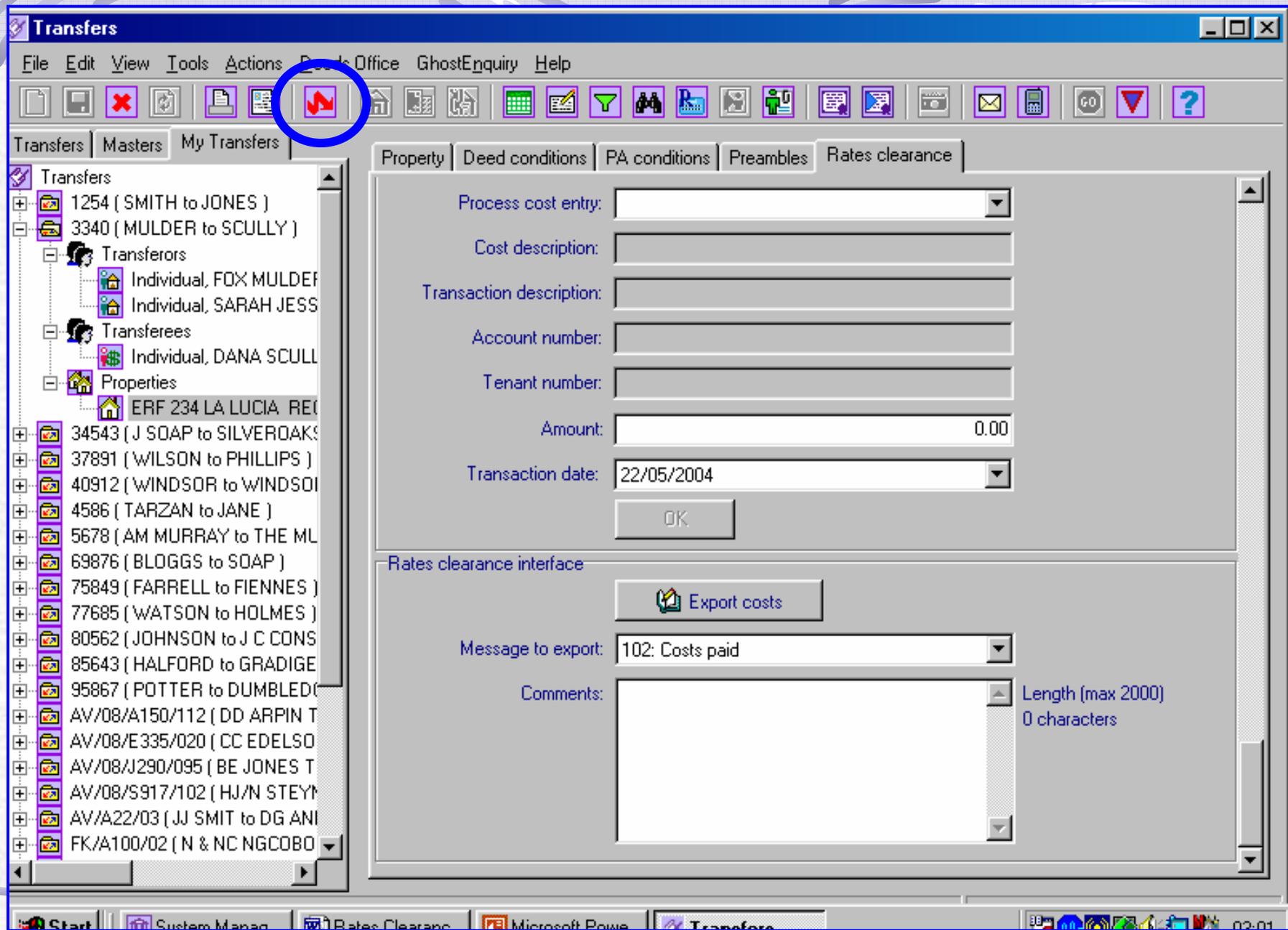
Process cost entry: View cost details

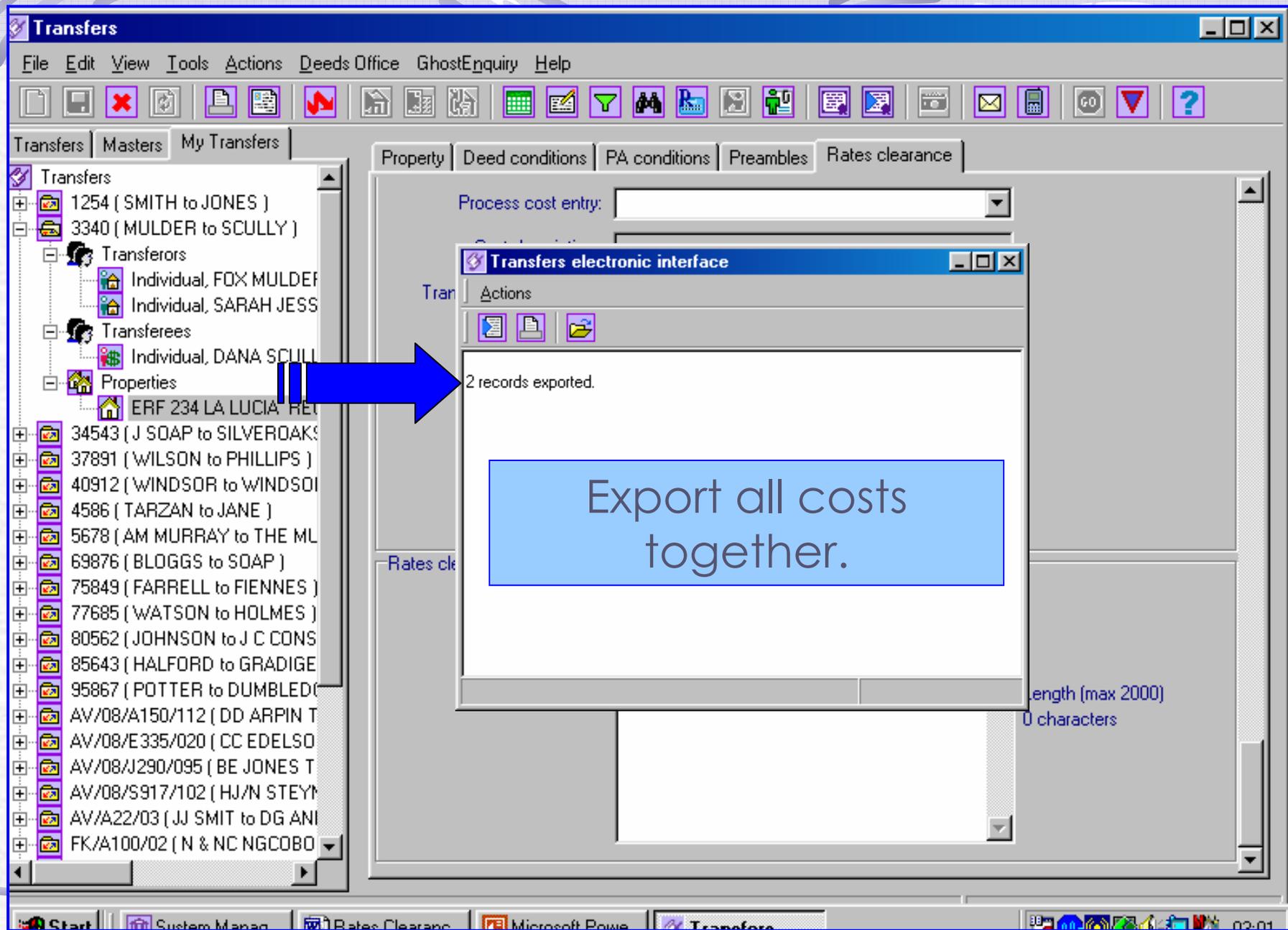
Cost description: BASIC SEWERAGE

Start System Manag Rates Clearanc Microsoft Powe Transfers 02:57

Process all other outstanding costs in the same way.







**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Rates costs

Confirm payment method: Cheque to follow

View

- Prepayment costs entries
- Outstanding costs entries

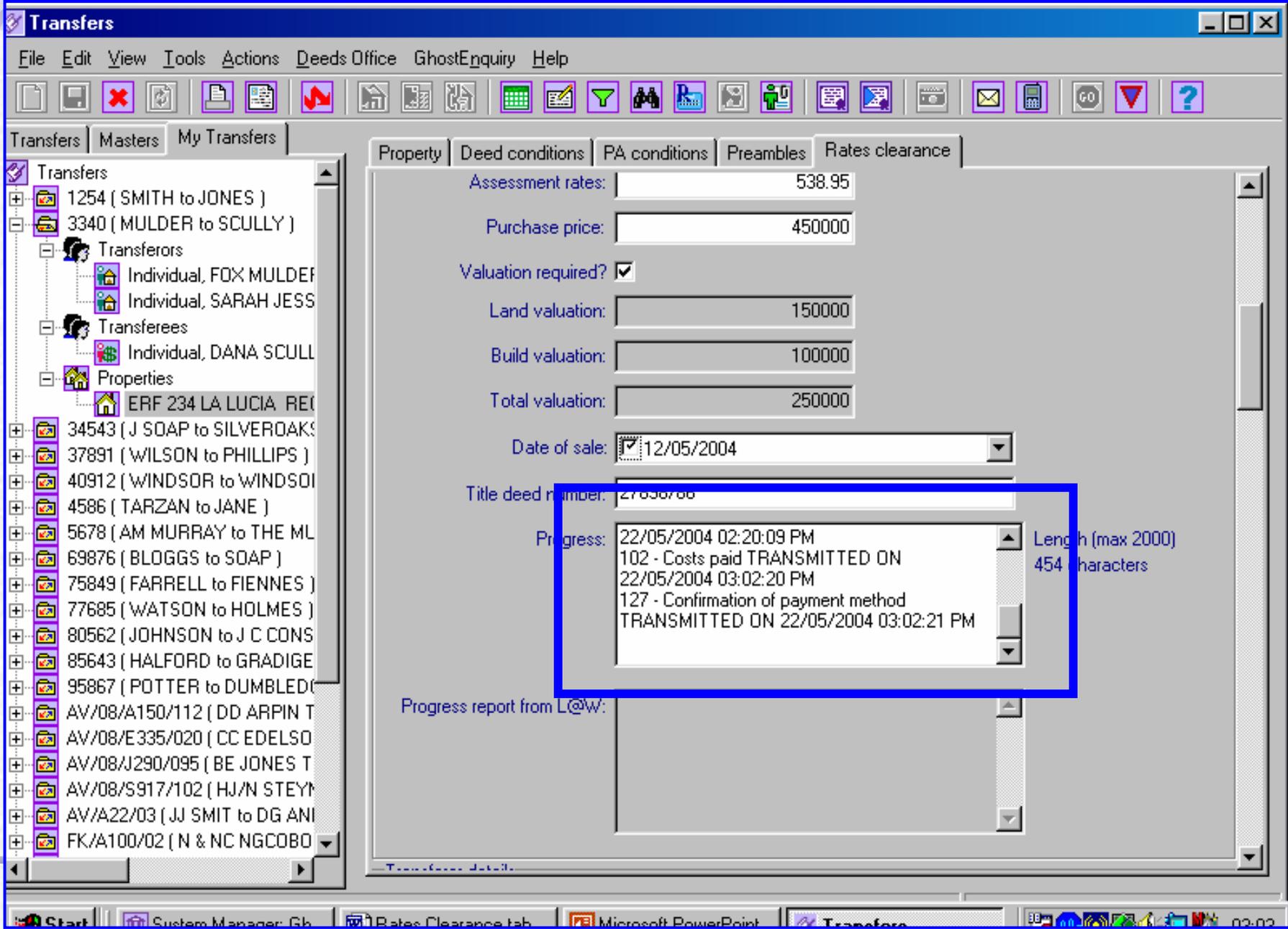
Cost description	Transaction description	Amount	Imported/exported
BASIC REFUSE	Imported: outstanding c...	160	2004-05-22
BASIC SEWERAGE	Imported: outstanding c...	170	2004-05-22
BASIC REFUSE	Paid: outstanding costs	160	2004-05-22
BASIC SEWERAGE	Paid: outstanding costs	170	2004-05-22

Process cost entry:

Cost description:

Transaction description:

Exported costs shown in grey.



**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers Summary Diary Progress dates Transfer Correspondence General Additional documents Financial

**Scheduled Reminders, Warnings, Emails, SMSs, etc.**

Task description	Due date	User	Date scheduled
<input checked="" type="checkbox"/> Process title deed overdue	2004/05/28	Bev	2004/05/21
<input checked="" type="checkbox"/> Process no movement	2004/05/31	Bev	2004/05/22
<input checked="" type="checkbox"/> Manage no movement	2004/05/31	Bev	2004/05/22
<input checked="" type="checkbox"/> Process drawing of documents	2004/06/10	Bev	2004/05/21
<input checked="" type="checkbox"/> Manage signature deadline over...	2004/06/14	Bev	2004/05/21
<input checked="" type="checkbox"/> Process overdue electrical certifi...	2004/06/28	Bev	2004/05/21
<input checked="" type="checkbox"/> Process overdue borer certificate	2004/06/28	Bev	2004/05/21

**Matter History**

22/05/2004 15:02:21 - Bev  
 Rates clearance electronic message exported  
 Property : ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL  
 Message ID : 127  
 Description : Confirmation of payment method  
 Text : Cheque to follow

22/05/2004 15:02:20 - Bev  
 Rates clearance electronic message exported  
 Property : ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL  
 Message ID : 102  
 Description : Costs paid

Start System Manager Gh Rates Clearance tab Microsoft PowerPoint Transfers 02-05

# Printing Attorney's Report

**Print Tasks**

- Electronic instruction documents
- Initial Letters
- Documents for Signature
- SARS Declarations
- Bridging Finance Documents
- User Documents
- Additional Forms
- Lodgement Documents
- On Registration - Letters and Fina...
- Documents on release of deed b...

**Documents to print - 10009 (CLARK, FRANCOIS S. TO GOTTE, GAIL M.)**

Document name	#Copies	From pa.
<input checked="" type="checkbox"/> Application for the supply of services	1	1
<input checked="" type="checkbox"/> Attorney's Report - outstanding costs paid: ERF 80237 HEATHFIELD in the City of C...	1	1
<input checked="" type="checkbox"/> Attorney's Report - all received costs: ERF 80237 HEATHFIELD in the City of Cape T...	1	1
<input checked="" type="checkbox"/> Initial Letter to Estate Agent	1	1
<input checked="" type="checkbox"/> Initial Letter to Transferee	1	1
<input checked="" type="checkbox"/> Initial Letter to Transferor	1	1
<input checked="" type="checkbox"/> Letter to Bond Institution	2	1
<input checked="" type="checkbox"/> Pro Forma Account	1	1
<input checked="" type="checkbox"/> Ra		
<input checked="" type="checkbox"/> Ra		
<input checked="" type="checkbox"/> Ra		
<input checked="" type="checkbox"/> Co		
<input checked="" type="checkbox"/> Ra		
<input checked="" type="checkbox"/> Val		

Print items

Attorney's Report – Outstanding Costs paid - available once costs have been processed.

Attorneys Report = Rates Assessment

# Printing Attorney's Report

Attorney's Report - outstanding costs paid ERF 80237 HEATHFIELD in the City of Cape Town(21-10h08m52120...

File Edit View Insert Format Tools Table GhostFill Window Help Type a question for help

Title + Black Arial 14 B I U 75% Read

Final Showing Markup Show Reply with Changes...

3 1 1 2 1 1 1 1 1 1 2 1 1 3 1 1 4 1 1 5 1 1 6 1 1 7 1 1 8 1 1 9 1 1 10 1 1 11 1 1 12 1 1 13 1 1 14 1 1 15 1 1 16 1 1 17 1 1

## Attorney's Report Legal Associates

Attorney Internal Ref: Leanne

RCA No		Assessment Rates	0,00
Vol No		Date Of Sale	02/08/2004
Rate No	Unknown	Suburb	HEATHFIELD
Sub Code		Farm / Township	
OE Code		Erent	
App Expiry Date	31/10/2005	BT	80237
Physical Addr 1	9 KENSINGTON MEWS GALWAY ROAD HEATHFIELD CAPE TOWN	Portion	
Physical Addr 2		Rem	
Physical Addr 3		Parent	
Physical Code		Use Code	
Land Value	50 000,00	Rate Code	
Build Value	100 000,00	Zone Code	
Sale Price	230 000,00	Sale In Exec	
Sale Note		UserName	Leanne

sub Code	BT	Portion	Rem	Land Value	Build Value
	80237			50 000,00	100 000,00

Amount Description	Account No	Amount
BASIC REFUSE	123 456	160,00
BASIC REFUSE	123 456	160,00
TOTAL		320,00

Page 1 Sec 1 1/1 At 2.5cm Ln 1 Col 1 REC TRK EXT OVR English (U.S)

**Once your certificate has  
been issued...**



**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Property Deed conditions PA conditions Preambles Rates clearance

Date of sale: 12/05/2004

Title deed number: 2432790

Progress: ON 27/05/2004 03:53:46 PM  
117 - Issued RCC IMPORTED ON 27/05/2004 04:05:09 PM  
126 - Confirm RCC number IMPORTED ON 27/05/2004 04:19:48 PM

Length (max 2000)  
391 characters

Progress report from L@V

RCC issued (117) and confirmation of RCC No. (126)

Transferor details

Primary transferor: FOX MULDER

Bank account number: 568091276

Bank name: STANDARD BANK

Bank branch name: MUSGRAVE

Bank branch code: 26601

Start Inbox - Microsoft Microsoft Pow System Manag Transfers Out 09:44

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers Summary Diary Progress dates Transfer Correspondence General Additional documents Financial

**Matter History & Diary updated**

Task description	Due date	User
! Rates clearance certificate has been issued and can be collected	2004/05/27	Bev
◆ Process title deed overdue	2004/05/28	Bev
Process no movement	2004/06/04	Bev
Manage no movement	2004/06/04	Bev
Process drawing of documents	2004/06/10	Bev
Manage signature deadline overdue	2004/06/14	Bev

**Matter History**

27/05/2004 16:19:48 - Bev  
 Rates clearance electronic message imported  
 Property : ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL  
 Message ID : 126  
 Description : Confirm RCC number

27/05/2004 16:05:09 - Bev  
 Rates clearance electronic message imported  
 Property : ERF 234 LA LUCIA REGISTRATION DIVISION FU, PROVINCE OF KWAZULU-NATAL  
 Message ID : 117  
 Description : Issued RCC

Transfers  
 1254 ( SMITH to JONES )  
 3340 ( MULDER to SCULLY )  
 Transfers  
 Individual, FOX MULDER  
 Individual  
 Transferees  
 Individual, DANA SCULL  
 Properties  
 ERF 234 LA LUCIA REG  
 34543 ( J SOAP to SILVEROAKS )  
 37891 ( WILSON to PHILLIPS )  
 40912 ( WINDSOR to WINDSO  
 4586 ( TARZAN to JANE )  
 5678 ( AM MURRAY to THE ML  
 69876 ( BLOGGS to SOAP )  
 75849 ( FARRELL to FIENNES )  
 77685 ( WATSON to HOLMES )  
 80562 ( JOHNSON to J C CONS  
 85643 ( HALFORD to GRADIGE  
 95867 ( POTTER to DUMBLED  
 AV/08/A150/112 ( DD ARPIN T  
 AV/08/E335/020 ( CC EDELSD  
 AV/08/J290/095 ( BE JONES T  
 AV/08/S917/102 ( HJ/N STEYN  
 AV/A22/03 ( JJ SMIT to DG ANI  
 FK/A100/02 ( N & NC NGCOBO

Start Inbox - Microso Microsoft Pow System Manag Transfers Out 09:41

**Transfers**

File Edit View Tools Actions Deeds Office GhostEnquiry Help

Transfers Masters My Transfers

Transfers

- 1254 ( SMITH to JONES )
- 3340 ( MULDER to SCULLY )
- Transfers
  - Individual, FOX MULDER
  - Individual, SARAH JESS
- Transferees
  - Individual, DANA SCULL
- Properties
  - ERF 234 LA LUCIA REI
- 34543 ( J SOAP to SILVEROAKS )
- 37891 ( WILSON to PHILLIPS )
- 40912 ( WINDSOR to WINDSOI
- 4586 ( TARZAN to JANE )
- 5678 ( AM MURRAY to THE ML
- 69876 ( BLOGGS to SOAP )
- 75849 ( FARRELL to FIENNES )
- 77685 ( WATSON to HOLMES )
- 80562 ( JOHNSON to J C CONS
- 85643 ( HALFORD to GRADIGE
- 95867 ( POTTER to DUMBLED
- AV/08/A150/112 ( DD ARPIN T
- AV/08/E335/020 ( CC EDELSON
- AV/08/J290/095 ( BE JONES T
- AV/08/S917/102 ( HJ/N STEYM
- AV/A22/03 ( JJ SMIT to DG ANI
- FK/A100/02 ( N & NC NGCOBO

Property | Deed conditions | PA conditions | Preambles | Rates clearance

Postal code: 4051

Home telephone: 579-1678

Rates clearance certificate

RCC number & date issued completed.

Date issued:  28/05/2004

RCC number: XG567389

Rates costs

Confirm payment method:

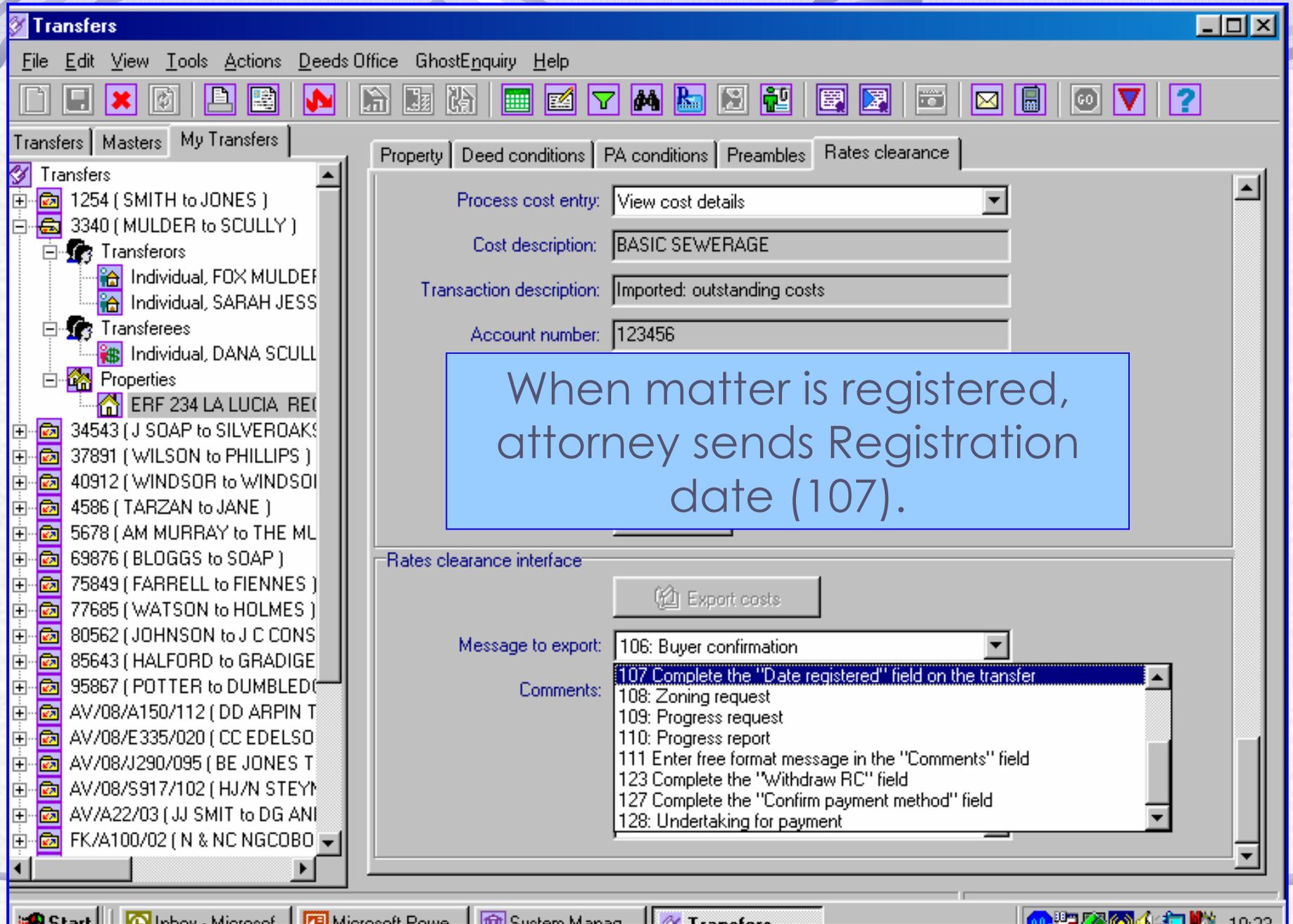
View

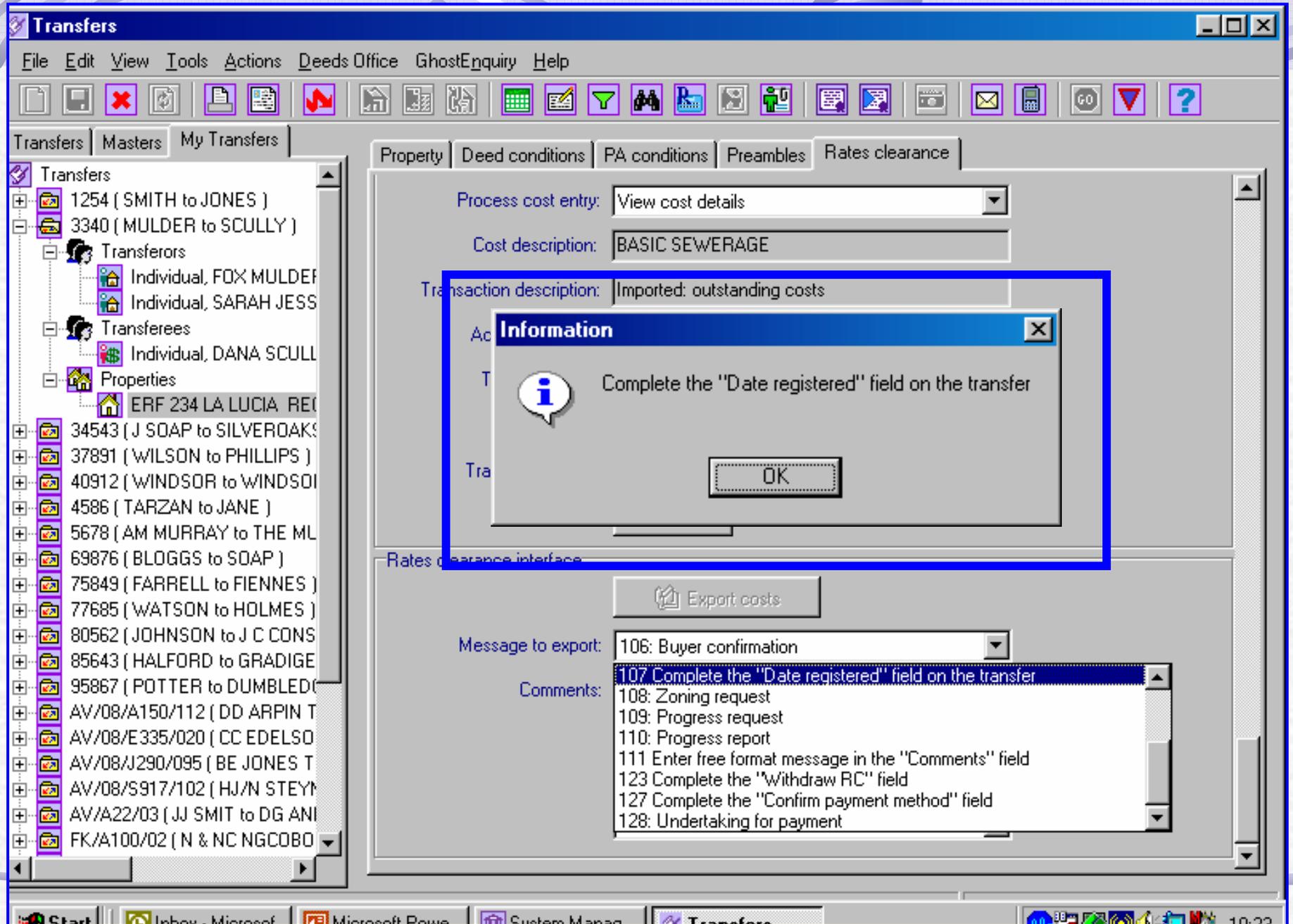
- Prepayment costs entries
- Outstanding costs entries

Cost description	Transaction description	Amount	Imported/exported
------------------	-------------------------	--------	-------------------

Start | Inbox - Microso... | Microsoft Pow... | System Manag... | Transfers

04:21





# After registration

The screenshot displays the 'Transfers' application window. The menu bar includes 'File', 'Edit', 'View', 'Tools', 'Actions', 'Deeds Office', 'GhostEnquiry', and 'Help'. The toolbar contains various icons, with the 'File' icon circled in blue. The left sidebar shows a tree view of transfers, including entries like '10009 ( CLARK, FRANCOIS S. TO C', '116 ( TOYER Z / SAMAAI S )', and '2310114 ( MR PETRUS THANGO )'. The main area has tabs for 'Property', 'Deed conditions', 'PA conditions', 'Preambles', 'Will conditions', and 'Rates clearance'. A blue text box is overlaid on the 'Rates clearance' tab, containing the text: 'Once registered Title Deed received, new Title Deed number must be sent to Council via a free-format message.' Below this, the 'Rates clearance interface' section features an 'Export costs' button and a 'Message to export:' dropdown menu. A text area labeled 'Comments:' contains the text 'Title Deed no: T12385/2005', with a blue box around it. To the right of the text area, it says 'length (max 2000)' and '6 characters'.

Once registered Title Deed received, new Title Deed number must be sent to Council via a free-format message.

Comments: Title Deed no: T12385/2005

length (max 2000)  
6 characters



**Questions?**



# The End!

