



**Evert Kotze**

HEAD: Rates Clearance, Refunds and Deeds

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Reference: Admin Fee 2014 to 2015

2014-06-13

**Attention: Property Committee  
Cape Law Society**

Conveyancing Attorneys  
City of Cape Town

**ADMINISTRATION FEE INCREASE – 2014 / 2015**

At the Council meeting held on 28 May 2014 the tariffs for the new financial year, including Sundry Charges, was tabled and approved.

Please note that the following Administration Fee for Rates Clearance applications was approved:

<b>Type Of Application</b>	<b>Fee 2013 / 2014</b>	<b>Fee 2014 / 2015</b>
Manual	R 275-00	R 293-50
Electronic	R 66-00	R 70-50
Duplicate Certificate	R 66-00	R 70-50
Admin Fee – Incorrect Payments (Fee per Financial Adjustment)	R 25-00	R 26-50

The above is VAT inclusive.

The current Administration Fee for the financial year 2013 / 2014 will be applicable for all payments made and receipted up to 30 June 2014.

**As from 01 July 2014, immaterial of the date of application, the new Administration Fee applicable to the 2014 / 2015 financial year will be payable.**

All rates clearance applications submitted with incorrect payments will be rejected and the Case closed.

If the rates clearance application is rejected, a new application must be submitted which will result in new financial values as well as another admin fee due and payable.

Yours faithfully

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