



**Evert Kotze**

HEAD: Rates Clearance, Refunds and Deeds

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Ref: S118 – 3<sup>rd</sup> Party Payments

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**Attention: Property Committee  
Cape Law Society**

Conveyancing Attorneys  
City of Cape Town

**S118 APPLICATIONS – 3RD PARTY PAYMENTS**

I refer to previous correspondence regarding the above matter and the delays in the processing of S118 applications where payment has been made via a 3rd party.

The City of Cape Town has been receiving queries regarding some delays in the processing of S118 applications after payment has been made. These matters were investigated and feedback received indicated that in some cases, payments were made at 3rd parties. It also appears that for some unknown reason, the number of 3rd party payments is on the increase.

As agreed, in terms of process and procedure, payments can only be made by the conveyancer via EFT or trust cheque.

Any other method of payment, either via 3rd party or seller or buyer, will result in a delay in the processing of the S118 application. Should any of the aforementioned payment methods be used, the application will be put on hold for a minimum of 14 working days starting the day after submitting of successful submission.

This might result in a short fall on the accounts linked to the property being transferred which will then require additional payment.

If any payments has been made via 3rd parties, proof of payment is mandatory as part of the transfer documentation

Yours faithfully

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