

STEPS TO FOLLOW:



1. AVOID DELAYS

Agent to ascertain at listing stage whether seller has original title deed or not (unbonded property).



2. CHECK ORIGINAL

Look for original signature / Registrar's seal or seller may already be in possession of a "VA" (replacement original) with "original VA copy" endorsed on last page of the Deed.



3. BONDED PROPERTY

If property is bonded, the bank will have the original title deed (if bank has misplaced original, bank to pay replacement costs).



4. AFFIDAVIT

Seller must sign affidavit stating that original has been lost / misplaced.



5. NO ORIGINAL / VA COPY

Application for lost title deed to be made through Conveyancer. Takes approximately three weeks.



6. ADVERTISEMENT

Advertise in local newspaper calling on any objections from the public for the replacement to avoid fraud. Usually takes a week or so.



7. PERIOD OF OBJECTIONS

Public has a period of two weeks within which to object.



8. NO OBJECTIONS FROM PUBLIC

Formal VA application can be lodged at the Deeds Office together with a copy of advertisement. This application can be linked with the actual transfer of the property concerned.



9. COSTS

Costs will vary depending on charge per lost deed and newspaper.



10. QUOTE

Ask STBB for a quote to avoid additional "surprise" costs.



11. PROCEEDS PAYMENT

Speak to your STBB conveyancer to deduct the costs from the proceeds of your sale.