



POLICY DOCUMENT

PROCEDURES relating to SALE AGREEMENTS



Private Sales

Private Sales are owners wishing to sell with no assistance from any Estate Agent whether they are accredited or not. A *sales pack* (R500.00) is required to be purchased from the Administration Office. On transfer of the property, Commission of 0.5% of the selling price is to be paid to the Home Owners' Association by the seller, and a Stabilisation Levy of R15,000.00 by the purchaser. The completed and signed Sale Pack and Sale Agreement must be submitted to Administration office prior to the Induction meeting for access etc.

Non – Accredited Agents

Non-accredited Agents are required to pay an up-front accreditation fee of R10,000.00 per sale to the Association prior to purchasing a *Sales Pack* (R500.00) from the Administration office. Upon *proof of payment*, the Non-Accredited Agent is obliged to meet with the P.R.O. to discuss House Rules governing the Estate. On transfer of the property, Commission of 0.5% of the selling price is to be paid to the Home Owners' Association by the agent, and a Stabilisation Levy of R15,000.00 by the purchaser. The completed and signed Sale Pack and Sale Agreement must be submitted to Administration office prior to the Induction meeting for access etc.

Accredited Agents

Accredited Agents are required to purchase a Sales Pack (R500.00) from the Administration Office. On transfer of the property, Commission of 0.5% of the selling price is to be paid to the Home Owners' Association by the agent, and a Stabilisation Levy of R15, 000.00 by the purchaser. The completed and signed Sale Pack and Sale Agreement must be submitted to Administration Office prior to the Induction meeting for access etc.

****Proof of payments to be emailed to admin@cliftonhillestate.co.za AND skye@cliftonhillestate.co.za****

PROCEDURES to be FOLLOWED: by Private Sales, Non-Accredited Agents and Accredited Agents.

1. Deliver the signed Sales Pack and Sale Agreement to the Administration Office. The documents will be checked, and if in order, will be sent to the Managing Agent for processing. If there is a problem with the documents, the Administration Office will return the documents to the seller/agent for correction.
2. The Conveyancer will request the Managing Agent to issue a 'Consent to Transfer' form which will only be issued once the Conveyancer has given an undertaking to pay any outstanding levies, fines etc., Agency Commission and Stabilisation levy. The Managing Agent is to notify the Administration Office on which date the transfer has taken place.
3. When new owners request access to the Estate, they will be required to make an appointment with the relevant Administration staff member, who will discuss the necessary compliance to the House Rules, request completed 'Permission for Approval' forms, up to date certification of Rabies and other inoculations required for pets, give information on how the Estate runs its Waste Management programme, as well as other items pertinent to the smooth running of the Estate. The new residents will then be placed on the bio-metric system, and their contact details and other relevant information will be entered onto the various data bases kept by Administration Office.

26/09/2016

28/02/2017

21/08/2017