

	<p style="text-align: center;"><b>PROPERTY SALES AND CLEARANCE PROCESS</b></p>	<p style="text-align: center;"><b>REVISED 2025-01-30</b></p>
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## **A. INTRODUCTION AND PURPOSE**

The property sales and clearance process ensures that the sale and successful transfer of properties is not delayed.

## **B. PROCESS**

### 1. Required documentation

- i. The seller is responsible for submitting approved Tshwane building plans.
- ii. The seller is responsible for submitting a valid occupancy certificate.  
[The occupancy certificate must have the same plan number to be valid]

### 2. Inspection

- i. The required plans must be delivered to the HOA office Monday to Friday 07:00 to 16:00
- ii. On receipt of the plans and the occupancy certificate an inspection of the property will take place by arrangement.  
***\*\*Important:*** Plans and the occupancy certificate must match the property for the inspection to be successful. If ANY amendments or alterations were done and not reflected on the approved plans that are submitted the process will be delayed and the seller will be required to submit new plans for approval]\*\*  
This will also be communicated between Midcity [Managing Agent] and the Attorney of record.
- iii. If a previous sale of the property on inspection was influenced by plans not aligning with the requirements and the seller and purchaser entered into an HOA agreement then, the agreement will not be applicable for consideration again. This agreement is only available from the HOA management office.

For all requirements on plan deviations and processes to submit revised plans please refer to the Aesthetic Guidelines listed under **AESTHETICS GUIDELINES AND PLAN SUBMISSIONS** on the Wild's website: [www.the-wilds.co.za](http://www.the-wilds.co.za).

### 3. Costs and Financial

The inspection fee is R1000,00 for Full Title Homes and R500,00 for a Sectional-Title-Unit. These fees will be due and payable and will be raised against the levy account.

The issuing of a clearance certificate will only be completed once all levies and any associated costs have been settled.


### 4. Property Partitioners

The HOA does not accredit nor list preferred Property Practitioners, but the property Practitioner affecting the sale must be registered on the HOA database to ensure that the seller and the purchaser appoint a Property Partitioner who is familiar with the functions, rules, and processes of the Wilds in dealing with the transaction. This aids in the successful conclusion of transactions.

The Property Practitioners Registration form is listed under **SELLING MY PROPERTY** on the Wild's website: [www.the-wilds.co.za](http://www.the-wilds.co.za)

### 5. General

- i. The issuing of a clearance certificate by MidCity to affect the successful transfer of the property will only be

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- ii. done if the aesthetics committee approves and confirms that all requirements have been met. The HOA is not liable for any delays due to incorrect plans or any deviation from the aesthetics guidelines and rules. NO deviation from the process is available or will be considered.