

09 April 2021

PROCESS FOR THE APPLICATION FOR A CERTIFIED COPY OF A TITLE DEED

When a property is transferred, the original title deed needs to be lodged at the deeds office. Often the owner or, if bonded, the bank misplaced the current holding title deed. A certified copy of the title deed must then be issued by the deeds office.

This process entails that:

1. An affidavit must be signed by the owner of the property confirming that the title deed of the property has been lost.
2. A notification of intention to apply for a certified copy of the title deed must be published in an ordinary issue of a local newspaper.
3. Before the certified copy of the title deed is issued, it must first lie open for inspection for two weeks (after the publication of the notice mentioned above) for any interested person free of charge.
4. During this period any interested person may object to the issuing of the certified copy of the title deed.
5. The objection must be done within the two (2) weeks of inspection.
6. Only after 2 weeks of publication has lapsed, the application for the certified copy of the title deed can be lodged at the deeds office.

The application for the certified copy of the title deed can be done simultaneously with the transfer of the property.

All deeds offices have their own regulations on which documents must be lodged together with the application for the certified copy of the title deed.

To ensure that the transaction is not delayed we immediately attempt to establish whether the original title deed is missing or not.

The cost for a certified copy of the title deed is approximately R2500.00 which will be borne by either the seller or the bank.