

## 15.2 CHANGE OF OWNERSHIP RESIDENTIAL SITE (ESTATE)

- Ensure that the residential site is registered with the Municipality.
- Ensure that Locality map is also available (NB pay R22).
- Provide PTO (if available).
- Confirmation letter from headman/woman.
- Letter of authority.
- Affidavit to support letter of authority.
- Certified Id copies for both parties (applicant & deceased +death certificate).
- Applicant must pay transfer fee R406+ R12 statement (NB: not fixed).
- All applicant must sign VDM 3 form.
- Clearance certificate.

## Q 16.HOW DO I ACCESS PROOF OF RESIDENCE?

- We check if the stand is registered and also check who is the owner of the stand.
- If the person is from urban area he/she must start at office No 9/10 for certificate clearance.
- The client must have an ID document and must pay R45 for proof of residence.
- If the client is not South African citizen, we want a lease agreement between a client and the owner of the stand and provide us with the ID copy or passport.