

## SHOA Consent to Transfer, Mortgage & Alterations Policy and Procedure

### Why do we follow this process?

- To keep the values of the properties up in our area
- To be fair with law-abiding citizens that do things by the book
- Alterations get done without anyone knowing about it, we are preventing this from carrying forward to the new owners
- Bring the area back to compliance with the building design code

### Consent to Transfer

A document called a Consent to Transfer is required for every transfer of property ownership for a property that is part of SHOA. This process is mandated to the Committee and the Managing Agents to follow on EVERY sale of property.

When a property is Sold from the current owner to a new owner, the following process must be followed.

1. Managing agents receive the request
  - The Consent to Transfer request must be submitted to the managing agents by the Conveyancer via the [shoa@acutts.co.za](mailto:shoa@acutts.co.za) email address as soon in the process as possible to avoid unnecessary delays.
  - The request should not come via the owner or the estate agent as this causes unnecessary and parallel work and may cause confusion on matters.
2. Managing Agent responds

The response to the initial email is sent to the conveyancer from the Managing Agents, containing detailed information on what the conveyancer needs to submit (see annexure A):

2.1 The following is recorded in the email to the attorney:

- 2.1.1 Plans Submitted: **ALL** Approved Municipal Plans on Record for the property. This included **ALL** historical plans for the property including versions of the plan prior to any alterations that have been made.

NB\* It is important for the inspector to see the history of the property when conducting his inspection.

- 2.1.2 Inspection Fee:

An inspection of the plans and the property must be conducted on **ALL** Transfers prior to the Consent to Transfer being issued by SHOA.

The fees for the inspection are as follows:

- Free-Standing Dwellings, R1 430.00 FT

- and Units in a complex or scheme: R1 210.00 ST

### 2.1.3 Documentation Fee:

A documentation fee of R1200.00 is charged by the Managing Agents to facilitate the inspection of the property, to deal with any outstanding issues on the property as well as record and follow the Transfer process in terms of the constitution and the Managing Agents mandate.

The conveyancer must also confirm that the owner is up to date with regards to their levy payments to SHOA.

### 2.1.4 Supporting Documentation:

The following documents are also attached to the responding email and it is a requirement for the NEW owner to receive and confirm that they have received these documents, and by their signature they undertake to abide by the regulations contained therein:

- Sunningdale Home Owners Association Requirement Form
- Sunningdale Membership Form
- Sunningdale Constitution
- Sunningdale Building and Garden Regulations
- Sunningdale House Rules

## **Consent To Mortgage:**

In the case where there is either a change in a part-share of a property (as in co-ownership), or the owner is applying for a second or further bond, the conveyancer recording the bond over the property will require SHOA, via the managing agents to issue a **Consent To Mortgage** prior to the registration of the bond.

Not to be confused with the above, but it must also be recorded that the **Consent To Mortgage** may also apply in terms of the issue of the Consent To Transfer where there is a bond being registered over the property as part of the conditions of the sale. The difference is that in the case of a sale, there are no fees payable for a **Consent to Mortgage**, if a **Consent to Transfer** is being issued.

#### 1. Managing agents receive the request

- The Consent to Transfer request must be submitted to the managing agents by the Conveyancer via the [shoa@acutts.co.za](mailto:shoa@acutts.co.za) email address as soon in the process as possible to avoid unnecessary delays.
- The request should not come via the owner or the estate agent as this causes unnecessary and parallel work and may cause confusion on matters.

#### 2. Managing Agent responds

The following response to the initial email is sent to the conveyancer from the Managing Agents, containing detailed information on what the conveyancer needs to submit (see annexure B):

2.2 The following is recorded in the email to the conveyancer:

2.2.1 Documentation Fee:

A documentation fee of R1200.00 is charged by the Managing Agents to facilitate the inspection of the property, to deal with any outstanding issues on the property as well as record and follow the process in terms of the constitution and the Managing Agents mandate.

2.2.2 A request to confirm that the member is up to date with regards to their payment of levies to SHOA.

### **Additions and Alterations to Properties**

When an owner decides to make alterations to their property the following process must be adhered to.

1. The owner must write to the managing agents via the SHOA email address [shoa@acutts.co.za](mailto:shoa@acutts.co.za) requesting the process for alterations to be sent to them.
2. The following information is contained in the email which is required prior to the inspection of the property:
  - 2.1. Building Code: See attached the required building code for alterations to your property.
  - 2.2. Fees: Kindly note the following fees are to be paid prior to the inspection.
    - 2.2.1. Documentation fee: A Documentation fee of R1 200, paid to the Managing Agents into the following bank account:

Acutts Property Management  
First National Bank  
Acc No: 62162379624  
Reference: Lot number and name

2.2.2. Site Inspection Fee

A site inspection as per the below Alterations and Inspections schedule, paid into the following bank account:

Sunningdale Home Owners Association  
Standard Bank  
Acc No: 252124375  
Branch code: 057829  
Reference: Property description and seller name (Lot number or Section number, as the case may be)

2.2.3. Additions and Alterations Fee Schedule:

**Category 1: Freestanding Houses - R550.00**

Swimming Pool or Jacuzzi

Decks

Pre-cast Fencing

Pergolas

**Category 2: Site Visits - R770.00**

Retaining Walls – All Types

Boundary Walls

Screen Walls

Carports – Freestanding

Shadeports - Freestanding

**Category 3: Site Visits - R950.00**

Alterations and Additions

Awnings – Attached to existing buildings

Carports – Attached to existing buildings

Timber Huts

Cabanas

**Category 4: Site Visits - R1160.00**

Buildings over the 2m Building Line

New Dwellings

New Outbuildings

Ancillary Unit or Granny Flat

Includes Category 1, 2 & 3

**NOTE:** THE ABOVE SCRUTINY FEES ALLOW FOR TWO SUBMISSIONS ONLY IF NOT APPROVED INITIALLY. SHOULD A PLAN REQUIRE A THIRD SUBMISSION A 50% SCRUTINY FEE IS PAYABLE. A 4TH SUBMISSION WILL ATTRACT FULL SCRUTINY FEES DUE BY THE PLAN AUTHOR INCLUSIVE OF A FINAL 5TH SUBMISSION.

RESUBMISSIONS USING A NEW PLAN AUTHOR WILL ATTRACT FULL SCRUTINY FEES.

**NOTE TO AUTHOR OF PLANS:** POOR DRAUGHTING, INACCURACY OF SCALE AND DIMENSIONING, MISREPRESENTATION, CONFLICT AND LACK OF DETAIL WILL COMPROMISE PLAN APPROVAL. ALL PLANS ARE TO BE DATED AND SIGNED BY BOTH THE PLAN AUTHOR AND OWNER.

ALL PLANS TO BE PROVIDED WITH A PROJECT / PLAN NUMBER.

### 3. Proposed Plans

Please supply our offices with 2 (two) copies of the proposed plans for approval, as well as **ALL** copies of the **CURRENT** approved municipal plans, which can be uplifted from the Building Inspectorate – North Office, 327 Umhlanga Rocks Drive, Umhlanga. Phone: 031 3116074/76/79/80.

These plans can then be delivered to our offices at: 13A Sunny Park, 4 Sugarfarm Trail, Sunningdale for inspection.

NB\* The Assessor comes in on a Tuesday and a Friday afternoon to pick up the municipally approved plans. Inspections will only be conducted if the SHOA annual levies are up to date.