



STANDARD OPERATING PROCEDURES SALE/LEASE FEES AND PROCEDURES

1 July 2019 – 30 June 2020

ACCREDITED AGENTS	NON – ACCREDITED AGENTS	PRIVATE SALES	PRIVATE LEASES
Annual fee of R10 000 per agency limited to 3 agents; R2 500 per additional agent	R10 000 non-accreditation fee per sale R1 000 non-accreditation fee per lease	Owner (no fee)	Owner (no accreditation fee)
Sales/Lease pack included in accreditation fee	Sales pack R500 per sale Lease pack R500 per lease	Sales pack R500 per sale	Lease pack R500 per property, per year
Marketing and administration fee 0.25% of selling price	Marketing and administration fee 0.25% of selling price	Marketing and administration fee 0.25% of selling price	Min lease renewal period: 3 months

Accredited Agencies and Agents

Accredited Agencies are required to pay an annual agency fee of R10 000 limited to 3 agents and a per agent fee of R2 500 per additional agent to the Association.

An agency wishing to apply for accreditation must make application to the Association on the prescribed form by no later than 1 June of each year.

Upon successful accreditation, and during the month of June, the agents will be invited to an orientation session with the Estate management and upon completion thereof will be provided with a Sales/Lease Pack and limited access to the Estate.

The completed and signed sales or lease pack must be submitted to the Estate management office prior to the Purchaser's/Tenant's induction meeting for access etc.

On transfer of a property, a marketing and administration fee of 0.25% of the selling price is to be paid to the Association by the agent.

Non – Accredited Agents

Non-accredited Agents are required to pay a non-accreditation fee of R10 000 per sale or R1 000 per lease prior to purchasing a sales or lease pack from the Estate office. Upon proof of payment the Agent is obliged to meet the Estate Management to discuss the Estate Rules, where the Sales / Lease pack will also be provided.

Access to be granted to the non-accredited agent via the owner.

The completed and signed sales or lease pack must be submitted to the Estate management office prior to the Purchaser's induction meeting for access etc.

On transfer of a property, a marketing and administration fee of 0.25% of the selling price is to be paid to the Association by the agent.

Private Sales by owners

Owners wishing to sell or lease privately, with no assistance from any estate agent whether they are accredited or not, are obliged to purchase a sales or lease pack from the Estate office.

The completed and signed sale or lease pack must be submitted to Estate office prior to the Purchaser's induction meeting for access etc.

On transfer of a property, a marketing and administration fee of 0.25% of the selling price is to be paid to the Association by the seller.

Private Leases by owners

Owners wishing to lease privately, with no assistance from any estate agent whether they are accredited or not, are obliged to purchase a lease pack *per property each year (before 1 July)* from the Estate office. This pack includes an addendum for renewals.

The completed lease pack must be submitted via email to Estate office, prior to the lessee's induction meeting for access etc.

These fees cover, inter alia, the following:

- Orientation session covering Estate rules and requirements for sales and letting
- Access to estate
- Estates resident management system for availability of plans and historical information on the property
- Marketing - Website, advertising and estate events to increase property values and drive sales and letting
- Administration and usage costs to the Estate which include
 - Inspection of property prior to sale
 - Roads usage (repairs, signage, kerbs, painting, speed monitoring)
 - Maintenance for use of services (access control system, security, booms, Gatebook)
 - Admin (including printing, revision of sales and lease agreements, resident registration forms, data entry for registration of new owners and tenants etc)