

## Deeds Office Tracking Supporting Documentation

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As some of the information supplied in this report probably doesn't make sense we have created this document to help you in interpreting the information contained in this report.

**Note:** The report contains information as it is at the Deeds Office. The information is obtained directly from the Deeds Office and is not a cached or "old" version.

**Deeds Office Tracking (DOTS)** is a powerful search allowing you to track the progress of a property or bond registration at the Deeds Office. When a property or bond is registered at the Deeds Office it goes through various stages before being registered. The entire process takes around **21 working days** depending on the backlog at the Deeds Office.

### GENERAL INFORMATION

There are **10 Deeds Offices** in South Africa. Each of them operates independent of each other. Documents are registered at the Deeds Office in which the area in question falls. If a person owns a property in Durban, then the Pietermaritzburg Deeds Office will have the information. If a person own property in Cape Town, then the Cape Town Deeds Office will have the information.

The 10 Deeds Offices are:

- **Cape Town** (Covering the Western Cape, parts of the Eastern & Northern Cape)
- **Kimberley** (Covering mainly the Northern Cape)
- **Johannesburg** (Covering parts of Gauteng)
- **Pretoria** (Covering parts of Gauteng, Limpopo, parts of Mpumalanga and parts of the North West). This is the largest Deeds Office and also the head office.
- **Mpumalanga** (Covering mainly Mpumalanga)
- **Vryburg** (Covering mainly North West)
- **Bloemfontein** (Covering mainly Free State)
- **Umtata** (Covering mainly Eastern Cape)
- **Pietermaritzburg** (Covering mainly Kwazulu/Natal)
- **King William's Town** (Covering mainly Eastern Cape)

### DOTS PROCESS

The process followed in registering a property or bond at the Deeds Office is a follows:

1. **Lodge Date** – The date it is lodged (submitted) at the Deeds Office.
2. **Link Batches** – Here all the various documents are linked together to ensure they can be tracked through the Deeds Office.
3. **Data Prep** – The document is being prepared to be examined by examiners.
4. **Into Distribution** – The document is now ready to be examined.

5. **Assigned to Examiner** – Usually there are **3 examiners** that examine the document to ensure it contains all the information needed.
6. **Returned from Examiner** – Once the document has been examined then it is returned to proceed to the next step.
7. **Out of Distribution** – Once the document has been examined then it is ready to be registered if all is in order.
8. **At Prep** – The document is prepared to be registered.
9. **Into Execution** – The document is in the final stages before it is registered.
10. **Reg Date** – This is the *most important date* as this is the official date that the property is registered. *At this stage the transfer fees and seller are paid.*
11. **Into Numbering** – Once registered the document needs to be numbered, captured and scanned.
12. **Out of Numbering** – Once numbered the document is ready to be captured on the system.
13. **Data Capturing** – At this point the information contained in the document is captured onto the Deeds Office System.
14. **Into Micro** – Once captured it is sent to be microfilmed and scanned to electronic retrieval.
15. **Delivered** – The document is finally being delivered to the attorney.

## **DISCLAIMER**

Although we take the utmost care in ensuring the information contained in this document is accurate we are under no circumstances liable for any damages resulting in using the information contained in this document.