

# CORRESPONDENT CONVEYANCING



STBB is a firm of solution-driven attorneys that provides its clients with national access to affordable legal services throughout South Africa.

COMMERCIAL LAW | CONVEYANCING | DEVELOPMENT LAW | LABOUR LAW  
ESTATES | FAMILY LAW | LITIGATION | PERSONAL INJURIES & 3RD PARTY CLAIMS

**STBB** | SMITH TABATA  
BUCHANAN BOYES



## WHY USE STBB?

We have established an excellent reputation for providing practical advice and are known to real estate professionals as a leading conveyancing and property law firm.

Our dedication to offering our clients a professional service of the highest standard has grown our firm into arguably the largest property law practice in South Africa.

We offer a large correspondent conveyancing department in Pretoria and Johannesburg.

With over 30 years experience in correspondent conveyancing, we have managed to transform and perfect our service to our correspondents. We offer not only the lodgement and registration of deeds in the deeds office but also ancillary services as set out in more detail hereunder.

We are a **preferred panel attorney** to all major banks.

These are just some of the reasons STBB is preferred by real estate professionals as a leading conveyancing and property law firm.



## OUR SERVICES

### WE OFFER:

- Access to an extensive database of property and commercial agreements
- Double prepping of your deeds before lodgement in the deeds office and rectification of any errors within reason
- Arrangement of lodgement with linked conveyancing firms and notification thereof
- Removal of notes where possible, once the deeds come up for preparation
- Delivery of registered deeds via tracked docex to you or to linked attorneys
- Conducting of searches at the deeds office

### WE NOTIFY YOU OF:

- Registration of deeds
- The status of your deeds in the deeds office via Lawdeed

### WE GO TO:

- The deeds office on your behalf to obtain rulings from the Registrar of Deeds when required
- The Surveyor General's office for queries or to obtain copies of diagrams

### WE ALSO:

- Submit rectification applications for endorsement errors or omissions
- Assist with the drafting of deeds prior to signature to ensure deeds office compliance
- Assist with the installation of a desktop application allowing you to obtain copies of diagrams from the Surveyor General's office via your computer



## ADDED VALUE

These marketing material services are available upon request and on certain terms and conditions.

For more information, please contact Marlize Swart at [marlizes@stbb.co.za](mailto:marlizes@stbb.co.za)

### **FREE ELECTRONIC PUBLICATIONS**

**PROPERTY LAW UPDATE** - *weekly*  
Important news, cases and legislative happenings impacting on conveyancing and property law are reported to you each week

**DEEDS OFFICE NEWS**  
New circulars issued locally or from the Chief Registrar

**CONVEYANCING CORRESPONDENT** - *biweekly*  
Practical tips for conveyancing paralegals with regard to drafting of deeds

### **FREE MARKETING MATERIAL**

**ACCESS TO CONTENT**  
Access to the content of the above mentioned publications, enabling you to create your own marketing material

**ACCESS TO OTHER PUBLICATIONS**  
Access to the content of other useful publications such as the 'Conveyancing Tariff Guide', 'Thought of the Week' and 'Newsflash'

### **FREE TRACKING SOFTWARE**

*Lawdeed* is a software package that tracks lodgement, movement in the deeds office, registration and delivery of your deeds straight from your desktop

Full training will be done by Law Holdings which we would facilitate



## OUR FEES

### 15%

Our fees are 15% of the prescribed tariff plus VAT and disbursements

### NEGOTIABLE

Fees are negotiable for low cost housing projects and large batches

### HOURLY

A hourly fee is charged for pivot searches and searches relating to the establishment of sectional schemes

This service will be free of charge if we are eventually instructed to attend to the registration of the opening of the scheme



## CONTACT US

### MARLIZE SWART

#### CENTURION BRANCH

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Somerset Mall 021 850 6400 | Stellenbosch 021 001 1170 | Blouberg 021 521 4000

Tyger Valley 021 943 3800 | Illovo 011 219 6200 | Fourways 010 001 2632

Centurion 012 001 1546 | Bedfordview 011 453 0577

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