



## **Guidelines on Transfer process**

### **Signature of Agreement of Sale**

The Agreement of Sale should be signed by both parties, each before 2 competent witnesses over the age of sixteen. If either of the signatories is signing in a representative capacity, that fact has to be stated and the authority inserted in the Agreement. The signatories and their witnesses should each initial each page of the Agreement of Sale.

To ensure that there are no queries at Zimra, it is important that the names appearing in the Agreement of Sale tally with the names on the purchaser's national ID.

### **Transfer process**

Once the purchase price has been paid or secured in terms of the Agreement of Sale, the seller instructs the Conveyancer to proceed with the registration of transfer, providing the Conveyancer with the Agreement of Sale and the buyer's contact details.

The Conveyancer then prepares the transfer documents for signature by the seller and the purchaser, at which point the account for the costs of transfer is given to the purchaser for payment. The seller's documents include the Power of Attorney to Pass Transfer and the tax forms necessary for obtaining the Zimra Clearance Certificate on Capital Gains Tax.

The application for the relevant Rates Clearance Certificate is sent to the Local Authority at the same time that transfer documents are sent to the parties.

On receipt of the signed transfer documents, and proof of payment of the purchase price in full, the parties are asked by the Conveyancer to attend interviews at Zimra in support of the seller's application for the Clearance Certificate on Capital Gains Tax. At the interview each party is required to produce the original of their national ID or passport as proof of identity (*driver's licence is not acceptable*).

The transfer documents will only be submitted to the Registrar of Deeds for registration upon the Conveyancer obtaining all the following documents:-

- (i) Zimra Clearance Certificate.**
- (ii) Rates Clearance Certificate.**
- (iii) Signed transfer documents from the seller and the purchaser.**
- (iv) Payment of the purchase price in full.**
- (v) Payment of the costs of transfer.**
- (vi) Certificate of Compliance with respect to the transfer of a subdivision.**
- (vii) Seller's title deeds.**

### **Calculation for the cost of transfer**

Conveyancing charges are 4% of the purchase price up to a price of US\$250 000,0 with a minimum charge of \$400,00. This fee attracts v.a.t @15% of the charge.

In addition to the above costs, stamp duty is payable and is calculated as follows:-

- 1% for the first \$5 000,00 of the purchase price.**
- 2% of the next \$15 000,00.**
- 3% for the next \$80 000,00.**
- 4% for any part above \$100 000,00**