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 Lucy Pule : Ops Manager Tel: (011) 951-2009

**NB! APPLICATIONS MUST BE COMPLETED IN FULL AND SUBMITTED WITH SUPPORTING DOCUMENTS TO: [clearances@mogalecity.gov.za](mailto:clearances@mogalecity.gov.za)**

Date:.....

To whom it may Concern:

**APPLICATION FOR CLEARANCE FIGURES**  
**(THIS FORM MUST BE COMPLETED IN FULL)**

Erf/Stand ..... Township and Account No .....

Clearance valid to: .....

Selling price of the Property:..... Bondholder: .....

Current Outstanding Bond amount:.....

**REGISTERED OWNER – SELLER 1**

Full Name & Surname/Registered Name:.....

ID/Registration Number:..... Tel(H):.....

Tel(W):..... Tel(C):.....

Fax:..... Email:.....

Physical address (other than property being sold): .....

Marital Status (single/in community of property/out of community of property):

If married in community of property, full details are required:

Spouse's Name & Surname: .....

Spouse ID:..... Tel(H):.....

Tel(W):..... Tel(C):.....

Fax:..... Email:.....

Physical address (other than property being sold): .....

**REGISTERED OWNER – SELLER 2**

Full Name & Surname/Registered Name:.....

ID/Registration Number:..... Tel(H):.....

Tel(W):..... Tel(C):.....

Fax:..... Email:.....

Physical address (other than property being sold): .....

Marital Status (single/in community of property/out of community of property): .....

If married in community of property, full details are required:

Spouse’s Name & Surname: .....

Spouse ID:..... Tel(H):.....

Tel(W):..... Tel(C):.....

Fax:..... Email:.....

Physical address (other than property being sold): .....

**NB: FULL DETAILS OF ALL REGISTERED OWNERS/SELLERS ARE REQUIRED IN THE EVENT OF MUTIPLE OWNERS**

**PURCHASER**

Full Name & Surname/Registered Name:.....

ID/Registration Number:..... Tel(H):.....

Tel(W):..... Tel(C):.....

Fax:..... Email:.....

Physical address (in the event it is not the property being purchased):.....

Postal address (to which accounts are to be rendered/forwarded) .....

Email .....

**CONVEYANCING ATTORNEY**

Firm Name: .....

Contact Person:.....

Tel: ..... Fax. ....

Email: ..... Ref. No. : .....

**ALL APPLICATIONS FOR CLEARANCE FIGURES ARE TO BE ACCOMPANIED WITH THE FOLLOWING DOCUMENTS/INFORMATION:**

1. A copy of the Sale Agreement, in the event of a private sale;
2. A copy of the Terms and Conditions of Sale, in the event of a property purchased by way of Auction/Liquidation;
3. Certified identification documents of the seller/s and purchaser/s. In the event that the seller or purchaser is a juristic entity, certified copies of the company registration documents are required and certified identification documents of the authorised signatories of the company;
4. Proof of residence of both the seller/s and purchaser/s not older than 3 months. In the event that the seller or purchaser is a juristic entity, proof of the current business address and principal place of business is required;
5. The market value of the property, in the event of a property purchased by way of Auction/Liquidation;
6. The applicant's attorneys full contact details together with the power of attorney to act is required;
7. Any other document/s and/or information that may be deemed necessary by the Municipality.