LEVY CLEARANCE CERTIFICATE: REQUEST AND CERTIFICATE

Sectional title transfer · Sectional Titles Act 95 of 1986, s. 15B(3)(a)(i)(aa) · Prescribed Management Rules (GN R1231, Annexure 1), rule 10(1)(a)

Name of scheme, SS number / year (first number, if more than one) and the service address of the body corporate

Unit (section) number, and its quota

Seller (transferor): full name

Buyer (transferee): full name

Conveyancer (name, firm, telephone and email)

Expected date of registration of the transfer

Managing agent (name and contact), if the body corporate has one

Trustee resolution authorising the signature of the certificate (date and reference)

Part 1: Request to the body corporate

1. To: The Body Corporate named above. Attention: the trustees or the managing agent.
2. The registrar of deeds may not register a transfer of a unit or of an undivided share in it unless a conveyancer's certificate is produced confirming, as at the date of registration, that the body corporate has certified that all moneys due to the body corporate by the transferor in respect of the said unit have been paid, or that provision has been made to the satisfaction of the body corporate for the payment (Sectional Titles Act 95 of 1986, s. 15B(3)(a)(i)(aa), as amended).
3. We ask the body corporate to issue that certificate for the unit named above, and to state the amount it requires, itemised, up to the expected date of registration of the transfer given above.
4. Fee, deadline and validity period: we found no rule on any of the three. If the body corporate sets one, please state it in writing here: _____
5. The seller may also ask in writing for a full and detailed account of all amounts debited and credited to the unit's account with the body corporate (PMR 25(7)).

Amounts required by the body corporate up to the expected registration date, itemised (levies, special levies, interest and other charges)

Item	Period	Amount

Item	Period	Amount

Part 2: Certificate of the body corporate (wording of s. 15B(3)(a)(i)(aa))

1. The body corporate named above certifies, as at the date of this certificate, in respect of the unit and the transferor named above, that:

Tick one

☐ All moneys due to the body corporate by the transferor in respect of the said unit have been paid

☐ Provision has been made to the satisfaction of the body corporate for the payment of all moneys due to the body corporate by the transferor in respect of the said unit (describe the provision below)

If the second box is ticked: what provision has been made, by whom, and for what amount

Who signs the certificate (PMR 10(1)(a))

No document signed on behalf of the body corporate is valid and binding unless it is signed on the authority of a trustee resolution. For a clearance certificate issued under s. 15B(3)(i)(aa) of the Sectional Titles Act, the signatories are two trustees or the managing agent (PMR 10(1)(a)). Fill in the date and reference of the trustee resolution at the top.

Notes for the seller and the buyer (ours)

Upon the change of ownership of a unit, the successor in title becomes liable for the pro rata payment of contributions from the date of change of ownership (s. 3(2) of the Act).

An owner must notify the body corporate forthwith of any change of ownership or occupancy in his or her section and of any mortgage (s. 13(1)(f)).

We found no rule on which amounts count as "all moneys due": levies only, or also legal costs, interest and future levies up to registration. The request therefore asks for the body corporate's itemised amount and does not decide the question. Ask your conveyancer.

Trustee 1 (name)

Name, signature and date

Trustee 2 (name)

Name, signature and date

Or the managing agent (name and firm)

Name, signature and date

Working template prepared by Unitify as a reference. It is not legal advice. It is based on the Sectional Titles Schemes Management Act 8 of 2011 (STSMA) and the Prescribed Management Rules (PMR, Annexure 1 to GN R1231 of 7 October 2016), checked on 17 November 2026. Your scheme's registered rules may differ: where they do, they apply. Get a copy from your body corporate (s. 10(6)) or from the CSOS. We found no rule in the Sectional Titles Act, the Act, the Regulations or the PMR on a fee for the certificate, a deadline for issuing it, its validity period or which amounts count as all moneys due, and this template pre-fills none. This reflects the Sectional Titles Schemes Management Act 8 of 2011, the Sectional Titles Schemes Management Regulations (GN R1231 of 7 October 2016) with the Prescribed Management Rules in Annexure 1, and, where cited, the CSOS regulations, as we read them on 17 November 2026. We found no later amendment of the regulations on gov.za or csos.org.za; we did not search other sources, so check for amendments with your attorney or the CSOS. Have your attorney check it before you use it.