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DR WEDER, KAUTA & HOVEKA INC  
LEGAL PRACTITIONERS NOTARIES CONVEYANCERS

# PLANNING TO **SELL?**

## **Dear Home owner,**

As the owner of a property, you, as the Seller, are required in terms of the Municipal Building Regulations to apply for a Building Compliance Certificate in order to sell your property.

## **How do I apply?**

You, as owner, or your estate agent or property lawyer, may apply at the Building Control Division of the City of Windhoek.

## **The cost?**

You must pay N\$575.00 in favour of the City of Windhoek and you will need the correct ERF number.

## **What next?**

After your application, an inspector of the City of Windhoek will call you, as owner, in order to arrange an inspection of your property.

The inspector will establish whether there are approved building plans and whether the approved plans are in accordance with the structures on the property.

## **What if the inspection fails?**

If the structures are NOT in accordance with the plans, you will need to instruct a competent drafts person to draw and submit new plans for approval to the City of Windhoek.

The approval of these plans may take up to 3 to 6 months, but the City of Windhoek has provided an Agreement which allows the Municipality to issue an Interim Compliance until your plans are approved. This agreement will have to be signed by the Seller, Purchaser and Municipality, and shifts the responsibility of the plans to the Purchaser.

**The Municipal agreement does not make provision for the following and this will have to be attended to before transfer of your property:**

- Firewalls that need to be built
- Plastering and painting of neighbouring walls
- Swimming pool covers
- Gates that are on the pavement
- Shacks or illegal structures on the erf
- A self-closing fire door in the garage
- Any roof vents that need to be installed

**IT IS OF UTMOST IMPORTANCE THAT YOU AS OWNER APPLY AS SOON AS POSSIBLE TO AVOID ANY TIME DELAYS OF YOUR TRANSACTION.**

## Further TIPS to make your home special:

### *Kitchens & Bathrooms can make or break a sale:*

- Clean all appliances, fittings, sanitaryware and shower doors
- Invest in a new shower curtain
- Pack away clutter from your countertops
- Banish dirty washing to the laundry bin

### *The exterior:*

- Ensure the front door is clean, the handles & locks shiny and in working order
- Keep the lawn mowed, edges trimmed and remove weeds
- Repaint exterior walls & window frames where necessary
- Sparkle up the pool and leave the filter and any fountains on
- Place eye-catching plants in two (2) pots on either side of the entrance
- Spruce up outdoor furniture and replace tatty cushions and pillows
- The smell of freshly baked muffins and brewed coffee is very comforting

### *Make repairs:*

- Go through every inch of your property, both inside and out, and repair everything that needs repairing

### *The interior:*

- Spring clean! Ensure that all rooms are neat and completely dirt-free. Don't forget the garage!
- Clutter and mess distracts the eye of potential buyers, making homes appear smaller, darker and less inviting
- Increase the amount of light entering your home by opening curtains and blinds
- Large mirrors are very useful for increasing the feeling of space and light inside a home
- Open windows and doors to increase air flow through the house
- Freshly painted walls in neutral tones are more soothing on the eye than bright and fussy colours
- Steam clean carpets, upholstery and curtains
- Get rid of any odours caused by pets, cigarettes or damp
- Shine up wooden furniture

- Neatly packed cupboards indicate an abundance of storage space
- New cushions and accessories can update the feel of your home at a minimal cost – take a trip to Mr Price Home
- A home should appear loved and well cared for – play soft music, light the fire, arrange fresh flowers in the entrance hall, a bowl of fresh fruit in the kitchen and chocolates on the coffee table

### *After your successful sale – what now?*

- Book your removal date
- Arrange for the transfer of your phone, electricity supply and municipal services
- Notify garden and pool services
- Advise security and armed response services

### *Notify the following of your change of address:*

- Long- and short-term insurance providers
- Financial services institutions
- Medical and dental practitioners
- Your motor licensing authority
- The local municipality with regard to water, rates & taxes accounts
- Any retail stores where accounts are held
- Schools

### *Finally:*

- Store all valuable items and documents, such as passports, ID's, firearms and legal documents, for safe transport
- If necessary, arrange to have your mail redirected by the Post Office
- Return all borrowed items

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