

# Pretor Group

How To Guide  
For  
Clearance Capture

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# 1. Initial E-mail to the Attorney



The **Acknowledgment of Rules** document attachment to be **read, filled and signed** by the purchaser



The link that opens the clearance capture screen on the Pretor Group application

The Pretor Group logo, consisting of three vertical bars of increasing height (blue, red, blue) followed by the text "PRETOR GROUP" in blue and red.

**Dear LAMPRECHT PROKUREURS/ATTORNEYS**

We acknowledge receipt of your request for clearance figures for the transfer of **Abbyvale North Unit 102** .

Please click [HERE](#) to complete the purchaser details and upload the documents required by Pretor to update our records.

To enable us to provide you with clearance figures, please deposit the clearance administration fee as detailed below into our bank account details provided below. As soon as this payment and the required documentation and information has been received we will proceed in calculating and providing you with the clearance figures as requested.

Body Corporate	R 1197,00
Home Owners Association	R 0,00
<b>Total</b>	<b>R 1197,00</b>

**BANKING DETAILS**  
First National Bank  
Pretor Group (Pty) Ltd  
Branch Name: Church Square  
Branch Code: 251 445  
**Payment Reference: TABVN0102B**

We wish to bring the following to your attention:

1. Clearance figures will be issued within two business days after receipt of all the required documentation and payment of the administration fee;
2. Clearance Figures will be issued for a minimum period of 3 calendar months, or longer if requested;
3. Requests for amended or extended Clearance Figures and/or Clearance Certificates will be subject to an additional administration fee;
4. We unfortunately cannot expedite your application should we receive a telephonic or walk in request;


We thank you for your co-operation in this regard.

Should you require any further information please feel free to contact our clearance department at 012 001 9000

Regards  
Pretor Group

## 2. The clearance capture landing page from clicking the link in the e-mail sent to the attorney.

+27 (0) 12 001 9000 Login

Home   About us   Help   Property management   Property listings   Financial services   Contractors   Important Documents   Contact us

### Application for Clearance for unit N0102 Abbyvale

#### PROPERTY INFORMATION

Unit / Door Number	N0102
Building Name	Abbyvale
Sectional Title Number	143/1985

#### ATTORNEY INFORMATION

Name	LAMPRECHT PROKUREURS/ATTORNEYS
Contact Person's Email	cklaw@telkomsa.net
Contact Person's Number	
Attorney File Reference	S238
Clearance Valid Until	2017/10/31

#### SELLER'S INFORMATION

Name(s) of current registered owner(s)	SETSWE(UNIT 2) (*REG 12/10/2017)
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#### PURCHASE INFORMATION

Type of Entity \*

Type of Purchase \*

The following Document(s) must be uploaded:

- Acknowledgement of Rules

PROOF OF PAYMENT (ADMIN. FEES)

ACKNOWLEDGMENT OF RULES

SAVE

Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the Abbyvale rules.

Submit

### 3. Capturing the *Purchase Information*

#### A. Selecting the *Type of Entity*

Application for Clearance for unit N0102 Abbyvale

**PROPERTY INFORMATION**

Unit / Door Number	N0102
Building Name	Abbyvale
Sectional Title Number	143/1985

**ATTORNEY INFORMATION**

Name	LAMPRECHT PROKUREURS/ATTORNEYS
Contact Person's Email	cklaw@telkomsa.net
Contact Person's Number	
Attorney File Reference	S238
Clearance Valid Until	2017/10/31

**SELLER'S INFORMATION**

Name(s) of current	SETSWE(UNIT 2) (*REG
--------------------	----------------------

**PURCHASE INFORMATION**

Type of Entity \*

- Natural
- Type of Entity--
- Natural
- Legal Entity

The following Document(s) must be uploaded:

- Acknowledgement of Rules

PROOF OF PAYMENT (ADMIN. FEES)


ACKNOWLEDGMENT OF RULES


SAVE

Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the [Abbyvale rules](#)

Submit

1. Select the type of Entity that is purchasing the unit.

 Document(s) that are required for the currently selected type of clearance.

 **NB:** By selecting a *Legal Entity*, you will be required to capture more details as well as upload an additional document

### 3. Capturing the *Purchase Information*

#### B. Selecting the *Type of Purchaser*

## Application for Clearance for unit N0102 Abbyvale

1. Select the type of purchase.

PROPERTY INFORMATION	
Unit / Door Number	N0102
Building Name	Abbyvale
Sectional Title Number	143/1985

ATTORNEY INFORMATION	
Name	LAMPRECHT PROKUREURS/ATTORNEYS
Contact Person's Email	cklaw@telkomsa.net
Contact Person's Number	
Attorney File Reference	S238
Clearance Valid Until	2017/10/31

SELLER'S INFORMATION	
Name(s) of current registered owner(s)	SETSWE(UNIT 2) (*REG 12/02/2017)

PURCHASE INFORMATION	
Type of Entity *	Natural
Type of Purchase *	Occupant (O)
The following Document(s) must be uploaded: <ul style="list-style-type: none"><li>Acknowledgement of Rules</li></ul>	
PROOF OF PAYMENT (ADMIN. FEES)	
ACKNOWLEDGMENT OF RULES	
SAVE	

Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the Abbyvale rules.

Submit

### 3. Capturing the *Purchase Information*

#### C. Uploading documents

The following Document(s) must be uploaded:

- Acknowledgement of Rules

PROOF OF PAYMENT (ADMIN. FEES)

ACKNOWLEDGMENT OF RULES

SAVE

Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the Abbyvale rules.

Submit

1. Click the button to upload the **Acknowledgment of Rules**.
2. Select the Filled out and signed **Acknowledgment of Rules** document by the purchaser.

3. Click the button to upload the **Proof of Payment (Admin Fees)** – Similar to Steps 1-2.

**NB:** This document is not required.

### 3. Capturing the *Purchase Information*

#### D. Reviewing documents

## Application for Clearance for unit N0102 Abbyvale

PROPERTY INFORMATION	
Unit / Door Number	N0102
Building Name	Abbyvale
Sectional Title Number	143/1985




  

ATTORNEY INFORMATION	
Name	LAMPRECHT PROKUREURS/ATTORNEYS
Contact Person's Email	cklaw@telkomsa.net
Contact Person's Number	
Attorney File Reference	S238
Clearance Valid Until	2017/10/31


  

SELLER'S INFORMATION	
Name(s) of current registered owner(s)	SETSWE(UNIT 2) (*REG 12/10/2017)
ID Number(s)	
Contact Number(s)	0720259875
Email Address(es)	gsetswe5@hotmail.com


  


PURCHASE INFORMATION	
Type of Entity *	Natural
Type of Purchase *	Occupant (O)
	
	
	

PURCHASER'S INFORMATION	
	

Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the Abbyvale rules.

 After uploading a document, It will be listed here.





## 4. Adding a purchaser

### Application for Clearance for unit N0102 Abbyvale


PROPERTY INFORMATION	
Unit / Door Number	N0102
Building Name	Abbyvale
Sectional Title Number	143/1985

ATTORNEY INFORMATION	
Name	LAMPRECHT PROKUREURS/ATTORNEYS
Contact Person's Email	cklaw@telkomsa.net
Contact Person's Number	
Attorney File Reference	S238
Clearance Valid Until	2017/10/31

SELLER'S INFORMATION	
Name(s) of current registered owner(s)	SETSWE(UNIT 2) (*REG 12/10/2017)
ID Number(s)	
Contact Number(s)	0720259875
Email Address(es)	gsetswe5@hotmail.com

PURCHASE INFORMATION	
Type of Entity *	Natural
Type of Purchase *	Occupant (O)
<a href="#">PROOF OF PAYMENT (ADMIN. FEES)</a>	
<input type="checkbox"/> Acknowledgement of Rules (Acknowledgment Of Rules)	
	
<a href="#">SAVE</a>	

PURCHASER'S INFORMATION	
<a href="#">+ Add Purchaser</a>	
<input type="checkbox"/> Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the <a href="#">Abbyvale rules</a> .	
<a href="#">Submit</a>	

1. Click this button to add a Purchaser's Information.

## 5. Filling out purchaser's details



Clearance Valid Until	2017/10/31
<b>SELLER'S INFORMATION</b>	
Name(s) of current registered owner(s)	SETSWE(UNIT 2) (*REG 12/10/2017)
ID Number(s)	
Contact Number(s)	0720259875
Email Address(es)	gsetswe5@hotmail.com

1. Purchaser to fill out the details or the attorney can fill it out on behalf of the purchaser provided they've been given the **authority** to do so by the **purchaser**.

**NB:** only the fields with a red star (\*) are required.

First Name *	Geoff
Last Name *	Brown
ID Number or Passport *	8801195258089
Home Number	0720000000
Cell Phone Number *	0767556256
Work Number	0720000000
Email Address *	gbrown@pretor.co.za
Postal Address Line 1 *	300 Highwood Street
Postal Address Line 2 *	Unit 29
Postal Address Line 3	Gauteng
Post Code *	0081
Marital Status	Single

\* Required Field

Delete Save

2. Click the save button to save the purchaser details.



Document(s) that are required for the purchaser.

The following Document(s) must be uploaded:

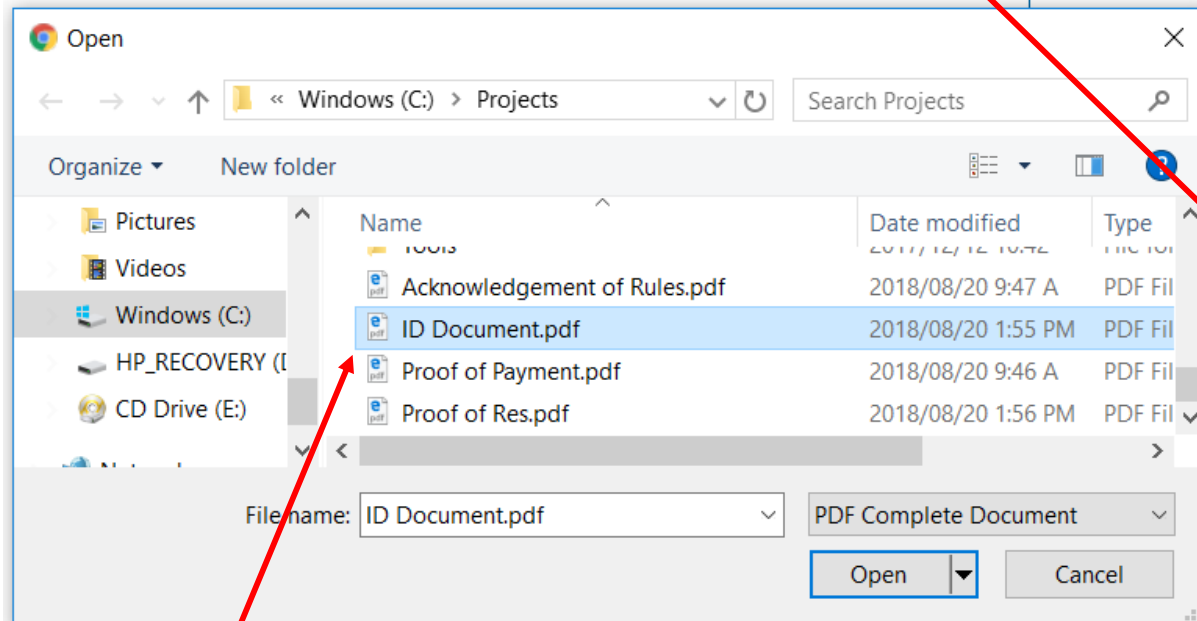
- Id Document
- Proof Of Residence

ID DOCUMENT PROOF OF RESIDENCE

## 6. Uploading purchaser's supporting documents

1. Click the button to upload the **ID Document or Passport** of the purchaser.

3. Click the button to upload the **Proof of Residence** – Similar to Steps 1-2.



2. Browse and select the **ID or Passport** document of the purchaser.



Click this button to add **another purchaser** and follow the previous steps if It's a joint purchase.

Post Code \* 0081

Marital Status Single

\* Required Field

Save

Following Document(s) must be uploaded:  
Document  
Proof of Residence

ID DOCUMENT

PROOF OF RESIDENCE

+ Add Purchaser

Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the Abbyvale rules.

Submit

## 7. Deleting Purchaser's details and supporting documents



Click the **Delete** button to delete the purchaser.

Email Address \*

gbrown@pretor.co.za

Postal Address Line 1 \*

800 Highwood Avenue

Postal Address Line 2 \*

Unit 49

Postal Address Line 3

Gauteng

Post Code \*

0081

Marital Status

Single

\* Required Field

Delete

Save



Click the **Delete** button to delete the **I.D Document**.

 ID Document (Id Document)

 Proof of Res (Proof Of Residence)



Click the **Delete** button to delete the **Proof of Residence**.

+ Add Purchaser

Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the [Abbyvale rules](#).

Submit

## 8. Submitting the clearance capture

Email Address \*

Postal Address Line 1 \*

Postal Address Line 2 \*

Postal Address Line 3

Post Code \*

Marital Status

\* Required Field

1. Check the button to confirm that the purchaser agrees to abide by the provided building rules.

2. Check the **Submit** button to complete and submit clearance

Click here to view the building rules

Please note that by accepting this, the purchaser(s) confirms that they have read, understood and will abide by the Abbyvale rules.

## 9. Outstanding documents e-mail



### Outstanding Clearance Documentation for Abbyvale

**One or more of the documents attached you for Abbyvale Body Corporate Unit N0102 have been rejected. Please click the link below to resubmit the required documentation.**

**[Click Here To View](#)**

Contact us  
[pretor@pretor.co.za](mailto:pretor@pretor.co.za)  
Tel: +27 (0) 12 001 9000



The attorney/purchaser will receive this email if one or more of their documents were rejected

## 10. Outstanding documents page

### Application for Clearance for unit N0102 Abbyvale

PROPERTY INFORMATION	
Unit / Door Number	N0102
Building Name	Abbyvale
Sectional Title Number	143/1985

ATTORNEY INFORMATION	
Name	LAMPRECHT PROKUREURS/ATTORNEYS
Contact Person's Email	cklaw@telkomsa.net
Contact Person's Number	
Attorney File Reference	S238
Clearance Valid Until	2017/10/31

SELLER'S INFORMATION	
Name(s) of current registered owner(s)	SETSWE(UNIT 2) (*REG 12/10/2017)
ID Number(s)	
Contact Number(s)	0720259875

PURCHASE INFORMATION		
Type of Entity *	Natural	
Type of Purchase *	Occupant (O)	
The following Document(s) must be uploaded: <ul style="list-style-type: none"><li>Acknowledgement of Rules</li></ul>		
<a href="#">PROOF OF PAYMENT (ADMIN. FEES)</a>		
<a href="#">ACKNOWLEDGMENT OF RULES</a>		
Rejected Documents		
Document Name	Rejected By	Rejection Reason
Proof of Payment (Proof Of Payment)	Selebalo S	Illegible
Acknowledgement of Rules (Acknowledgment Of Rules)	Selebalo S	Incorrect Document
<a href="#">SAVE</a>		



If any of the uploaded documents get rejected, they'll be listed under the **Rejected Documents** section



You will be able to re-upload all rejected documents.

## 11. Successful clearance capture e-mail



**Dear Geoff Brown**

Congratulations on your purchase of Abbyvale North Unit 102. We are glad to confirm that we have received the completed application form and relevant documents from **Lamprecht Prokururs/Attorneys**.

Please click [HERE](#) to ensure your details have been captured correctly. If anything is incorrect please contact Pretor on so it can be rectified. Pretor's Contact details can be found below.

We attach hereto a copy of the rules and regulations for **Abbyvale** for your attention and safe keeping.

Should you require any assistance with the management of you investment property please contact Nanette Vermaak from our rental department at [rentals@pretor.co.za](mailto:rentals@pretor.co.za). Should a tenant be placed in the property please ensure that they receive a copy of the rules and regulations and contractually agree to abide thereby.

As soon as the property has been registered a welcome pack will be sent to you containing further information regarding the property.

Welcome to the Pretor Family

Warm Regards

Pretor Group

Contact us  
[pretor@pretor.co.za](mailto:pretor@pretor.co.za)  
Tel: +27 (0) 12 001 9000



The purchaser will get this email if all information and supporting documents were valid and approved.



The building rules will also be attached to this e-mail.