
INFO PACK – NEW ACCOUNTS



Buyers / New Owners

FTA can assist in ensuring that your new account with the City of Johannesburg is opened or has been opened correctly and that all charges currently linked on the billing system for the property are correctly transferred from the sellers account(s) to your new account.

Our fees to attend to same depend on the type of property and the nature of the property -

- **Sectional Title Properties – Fee R2990 inclusive of vat (R2600 + vat).**
- **Full Title Properties (Residential) – Fee R3979 inclusive of vat (R3460 + vat).**
- **Full Title Properties (Business / Commercial) – Fee R8487 inclusive of vat (R7380 + vat).** For fraud prevention reasons business accounts require approval from senior management at the City. “Z-Key accounts” as the City refer to them therefore take longer to work on. This is the reason for the higher fee. The higher fee doesn’t apply to normal single dwelling residential properties which are registered in the name of a business.

Fees above are valid from 01/07/2026 – 30/06/2027.

Process to be followed should you wish for us to attend the City’s offices on your behalf –

- 1- Print and complete the info sheet (see next page)
- 2- Print and complete the letter of authority
- 3- Make payment of our fee
 - Account Name - Fast Track Admin cc
 - Bank - FNB
 - Branch - Northcliff (253705)
 - Account # - 62063373890
 - Account Type - Current/Chq
 - Reference – Please use New and the property description as the reference. EG “New - Erf 340 Blackheath” or “New – Unit 18 Visiomed”
- 4- Email the completed info sheet, authority to act, copy ID and proof of payment to us
info@fasttrackadmin.co.za

If, after being instructed, we find that a new account has already been created proactively by the City we would continue to check the correctness of all charges billed, attend to corrections of the names, addresses etc. (where necessary). Link an email address & VAT number (if applicable), set the preferred due date and then send through copies of all the statements which had already been generated by the City.

In this scenario the fee paid would not be refundable due to the amount of time which is needed to check the correctness of charges already billed and to set the personal preferences on the account.

We look forward to being of assistance.



Municipality
Facilitators
& Rates
Consultants

Email: info@fasttrackadmin.co.za
Tel: 011 678 0172

Unit 2, 77 Park Drive
Northcliff 2194

CK 2003/104654/23
Vat 4470221120

Info Sheet

Property Information -

Unit (If Sectional Title)	
Scheme Name (If Sectional Title)	
Portion Number	
Stand Number	
Township	
Physical Address	

Owner Information – (To be used on COJ's invoices as well as the invoice from FTA)

Surname(s)	
Forename(s)	
ID Number(s)	
Cell Number	
Postal Address	
Email Address	
COJ statements to be posted or emailed?	
VAT #	



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Email – info@fasttrackadmin.co.za
Tel – 011 678 0172

Letter of Authority (Individuals)

Date _____

CREATION / CORRECTIONS OF MUNICIPAL ACCOUNTS

To Whom It May Concern:

I/We _____ as the owner(s)

of the property known as _____

hereby appoint and authorise Fast Track Admin CC and their representatives to deal with the City of Johannesburg on my behalf.

They are authorised to draw prints & information relating to the accounts for the above-mentioned property, arrange for the creation of a new account & lodge disputes where necessary.

The authority is valid for six months from the date stated above and applies to all accounts linked to the abovementioned property.

Name (Print)

Signature

****NB**** An ID copy must be provided along with the completed and signed form.



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Letter of Authority (Business)

Date _____

CREATION / CORRECTIONS OF MUNICIPAL ACCOUNTS

To Whom It May Concern:

I _____ as a member/director of
_____ CC / Pty Ltd which owns the property known as

hereby appoint and authorise Fast Track Admin CC and their representatives to deal with the City of Johannesburg on behalf of the company.

They are authorised to draw prints & information relating to the accounts for the above mentioned property, arrange for the creation of a new account & lodge disputes where necessary.

The authority is valid for six months from the date stated above and applies to all accounts linked to the abovementioned property.

Name (Print)

Signature

****NB**** A certified ID copy of the director issuing this authority must be submitted along with the completed and signed form.



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Letter of Authority (Trusts)

Date _____

CREATION / CORRECTIONS OF MUNICIPAL ACCOUNTS

To Whom It May Concern:

I _____ as a Trustee of the _____

which owns the property known as _____

hereby appoint and authorise Fast Track Admin CC and their representatives to deal with the City of Johannesburg on behalf of the trust.

They are authorised to draw prints & information relating to the accounts for the above mentioned property, arrange for the creation of a new account & lodge disputes where necessary.

The authority is valid for six months from the date stated above and applies to all accounts linked to the abovementioned property.

Name (Print)

Signature

****NB**** A certified ID copy of the trustee issuing this authority must be submitted along with the completed and signed form. A certified copy of the stamped letter of authority confirming that the person signing is a trustee should also be attached.