

Case Number: 21/3/1/

## COMPLAINT FORM FOR THE RENTAL HOUSING TRIBUNAL

### A. PARTICULARS OF COMPLAINANT: (LANDLORD / TENANT)

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_  
ID Number \_\_\_\_\_ Physical Address \_\_\_\_\_  
\_\_\_\_\_  
Postal Code \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Tel (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_  
Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### B. PARTICULARS OF RESPONDENT: (LANDLORD / TENANT)

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_  
ID Number \_\_\_\_\_ Physical Address \_\_\_\_\_  
\_\_\_\_\_  
Postal Code \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Tel (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_  
Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### C. PARTICULARS OF RENTAL AGENT: (PLACEMENT / MANAGING)

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Name of Company \_\_\_\_\_  
Tel (w) \_\_\_\_\_ (c) \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Postal Code \_\_\_\_\_  
Mandate / responsibilities of agent \_\_\_\_\_  
\_\_\_\_\_

#### D. PROPERTY IN DISPUTE

Has a complaint for this property been submitted before?

Yes / No

Description of property: House / Flat / Room / Garage / Hostel / Room / Other (specify):

Address \_\_\_\_\_

#### E. PARTICULARS OF RENTAL AGREEMENT

Was a written lease agreement entered into

Yes / No

Do you have a copy

Yes / No

#### F. COMPLAINT / DISPUTE

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| (a) Failure to refund deposit                                     | <input type="checkbox"/> | (i) Unilateral changes to agreement         | <input type="checkbox"/> |
| (b) Unlawful notice to vacate                                     | <input type="checkbox"/> | (j) Unlawful entry                          | <input type="checkbox"/> |
| (c) Exorbitant increase in rental                                 | <input type="checkbox"/> | (k) Unlawful seizure of possessions         | <input type="checkbox"/> |
| (d) Failure to accept notice                                      | <input type="checkbox"/> | (l) Failure to furnish receipts for payment | <input type="checkbox"/> |
| (e) Failure to provide municipal services                         | <input type="checkbox"/> | (m) Failure to provide copy of lease        | <input type="checkbox"/> |
| (f) Failure to pay rental / municipal services/ other liabilities | <input type="checkbox"/> | (n) Failure to reduce lease to writing      | <input type="checkbox"/> |
| (g) Failure to do maintenance                                     | <input type="checkbox"/> | (o) Claim for remission of rental           | <input type="checkbox"/> |
| (h) Unlawful eviction / illegal lockout                           | <input type="checkbox"/> | (p) Other                                   | <input type="checkbox"/> |

Are you in arrears with your rental?

Yes / No

If so, do you have a valid reason? Please state reason:

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- **Depending on the complaint, complete the relevant annexure (a) – (p) as a supporting document**

#### G. DOCUMENTS TO ATTACH

1. Copy of lease agreement
2. Copy of agent's mandate
3. Copies of ID's (both parties)
4. Attached annexure(s)
5. Other

For official use

Signature of staff member

Date: \_\_\_\_\_

Signature of Complainant

Date