

Annexure F(f)

Failure to pay rental/municipal services/other

Reference number: 21/3/1/

Relevant questions to be completed by the:	Complainant (Landlord) Name:	Respondent (Tenant) Name:
I declare myself willing to have the dispute resolved through facilitation by the Tribunal, as a first attempt to have the dispute resolved (Circle your answer)	Yes / No	Yes / No
1. Managing Agent		
1.1. Is an agent managing the property for the owner?		
1.2. Name of Agency		
1.3. Name of the Principle of the Agency		
1.4. Name of Agent		
1.5. Does a written mandate exist?		
1.6. Please attach copy of mandate		
1.7. If no written mandate exists - what were the terms of the verbal mandate according to the agent?		
1.8. If no written mandate exists - what were the terms of the verbal mandate according to the landlord?		
2. Lease Agreement		
2.1. Please attach copy of lease agreement		
2.2. Date property was occupied by tenant		
2.3. If no lease agreement was signed, what were the terms of the verbal agreement, especially regarding the following: - rental amount agreed upon - date on which rental must be paid - penalties for failure to pay or late payment - when increase is due - increase amount etc - municipal services responsible for - how and when accounts had to be paid		

<p>3. <u>Failure to pay rental</u></p> <p>3.1. Which month's are there arrears for and how much are these arrears? Example: January - R1000.00 February - R1000.00</p> <p>3.2. What attempts were made by the tenant to inform the landlord and explain the reason for failure to pay the rental?</p> <p>3.3. What are the reasons for not paying the rental?</p> <p>3.4. What attempts were made by the landlord to collect the rent?</p>		
<p>4. <u>Failure to pay municipal services</u></p> <p>4.1. Which services are in arrears?</p> <p>4.2. Which month's are there arrears for and how much are these arrears? Example: January - R1000.00 February - R1000.00</p> <p>*Attach copies of actual accounts</p>		
<p>4.3. What attempts were made by the tenant to inform the landlord and explain the reason for failure to pay the services accounts?</p> <p>4.4. What are the reasons for not paying the services accounts?</p> <p>4.5. What attempts were made by the landlord to collect the payment?</p> <p>4.6. Were the actual or copies of the accounts presented to the tenant?</p>		
<p>5. Other monies/payments outstanding in terms of the lease or verbal agreement: - Indicate what the arrears are, how much is outstanding etc</p>		