

## Annexure F(m)

### Failure to provide copy of lease

Reference number: 21/3/1/.....

Relevant questions to be completed by the:	<b>Complainant (Tenant)</b> <b>Name:</b> .....	<b>Respondent (Landlord)</b> <b>Name:</b> .....
<b>I am willing to attend a voluntary facilitation session to try and resolve the dispute (Circle your answer)</b>	Yes / No	Yes / No
<b>1. Managing Agent</b> 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?		
<b>2. Lease Agreement</b> 2.1. Date that the property was occupied by the tenant 2.2. Date that lease agreement was signed 2.2. Who were the witnesses present during the signing of the lease?		
2.3. Rental period in terms of the lease agreement 2.4. Was a copy of the lease agreement requested from the landlord/agent and when? 2.5. What are the reasons for not furnishing the tenant with a copy of the lease?		

2.4. If no lease agreement was signed, what were terms of the verbal agreement?		
<b>5. General</b>		