

Annexure F(n)

Failure to reduce lease to writing

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

Relevant questions to be completed by the:	Complainant (Tenant) Name:	Respondent (Landlord) 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. Date that the property was occupied by the tenant		

2.2. Who were the witnesses present during the verbal agreement?		
2.3. Rental period in terms of the lease agreement		
2.3. When was the landlord / agent requested to reduce the verbal agreement to writing?		
2.4. What are the reasons for not furnishing the tenant with a written agreement?		
2.5. What were the terms of the verbal agreement?		
<u>3. General</u>		