

Annexure F(b)

Unlawful notice to vacate

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

Relevant questions to be completed by the:	Complainant Name:	Respondent 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
<p>1. Managing Agent</p> <p>1.1. Is an agent managing the property for the owner?</p> <p>1.2. Name of Agency</p> <p>1.3. Name of the Principle of the Agency</p> <p>1.4. Name of Agent</p> <p>1.5. Does a written mandate exist?</p> <p>1.6. Please attach copy of mandate</p> <p>1.7. If no written mandate exists – what were the terms of the verbal mandate according to the agent?</p> <p>1.8. If no written mandate exists – what were the terms of the verbal mandate according to the landlord?</p> <p>2. Lease Agreement</p> <p>2.1. Please attach copy of lease agreement</p> <p>2.2. Date property was occupied by tenant</p>		

2.3. If no lease agreement was signed, what were terms of verbal agreement and especially regarding when and how notice can/must be given?		
3. Notice		
3.1. When was notice given?		
3.2. Was summons served on you yet? When?		
3.3. Please attach a copy of the summons		
3.4. Who gave the notice, the landlord or agent?		
3.5. How was notice given?		
3.6. Please attach a copy of the notice letter		
3.7. In terms of this notice, by which date does the tenant/s have to vacate?		
3.8. What was the reason for giving notice?		
3.9. Why is the notice unreasonable / not acceptable or unlawful?		
3.10. What notice (terms) would be reasonable and acceptable?		

4. General		
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