

## Annexure F(f)

### Failure to pay rental/municipal services/other

Reference number: 21/3/1/

Relevant questions to be completed by the:	<b>Complainant (Landlord)</b> <b>Name:</b>	<b>Respondent (Tenant)</b> <b>Name:</b>
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
<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. Please attach copy of lease agreement		

2.2. Date property was occupied by tenant		
<p>2.3. If no lease agreement was signed, what were the terms of the verbal agreement, especially regarding the following:</p> <ul style="list-style-type: none"> <li>- rental amount agreed upon</li> <li>- date on which rental must be paid</li> <li>- penalties for failure to pay or late payment</li> <li>- when increase is due</li> <li>- increase amount etc</li> <li>- municipal services responsible for</li> <li>- how and when accounts had to be paid</li> </ul>		
<p><b>3. <u>Failure to pay rental</u></b></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><b>4. <u>Failure to pay municipal services</u></b></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?</p> <p>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:</p> <p>- Indicate what the arrears are, how much is outstanding etc</p>		