

## Annexure F(I)

### Failure to furnish receipts for payment

Cmats: /

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>
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		
2.3. Date property was vacated by tenant		
2.4. If no lease agreement was signed, what were the terms of verbal agreement?		
<p><b>3. Receipts</b></p> <p>3.1. Which payments are the landlord/agent not furnishing receipts for?</p> <p>3.2. Were there requests for the furnishing of receipts and how?</p> <p>3.3. Why does the landlord/agent not furnish receipts?</p> <p>3.4. Is record held of payments made in any other form / way?</p> <p>3.5. What relief are you hoping for with this complaint?</p>		
<p><b>5. General</b></p>		

