

Annexure F(p)

Complaint (damages/ unfair charges)

Relevant questions to be completed by the:	Complainant (Tenant / Landlord) Name:	Respondent (Tenant / 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. 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 verbal agreement?</p>		
<p>3. <u>Complaint</u> *Discuss detail of complaint and attach relevant proof</p>		
<p>5. <u>General</u></p>		

