

Case Number: 21/3/1/

COMPLAINT FORM FOR THE RENTAL HOUSING TRIBUNAL

A. PARTICULARS OF COMPLAINANT: (LANDLORD / TENANT)

Title _____ First Name _____ Surname _____
ID Number _____ Physical Address _____
_____ Postal Code _____
Postal Address _____ Postal Code _____
Tel (h) _____ (w) _____ (c) _____
Fax _____ E-mail _____

B. PARTICULARS OF RESPONDENT: (LANDLORD / TENANT)

Title _____ First Name _____ Surname _____
ID Number _____ Physical Address _____
_____ Postal Code _____
Postal Address _____ Postal Code _____
Tel (h) _____ (w) _____ (c) _____
Fax _____ E-mail _____

C. PARTICULARS OF RENTAL AGENT: (PLACEMENT / MANAGING)

Title _____ First Name _____ Surname _____
Name of Company _____
Tel (w) _____ (c) _____ Fax _____
E-mail _____ Address _____
_____ Postal Code _____
Mandate / responsibilities of agent _____

D. PROPERTY IN DISPUTE

Has a complaint for this property been submitted before? Yes / No

Description of property: House / Flat / Room / Garage / Hostel / Room / Other (specify):

Address _____

E. PARTICULARS OF RENTAL AGREEMENT

Was a written lease agreement entered into Yes / No you have a copy Yes / No

F. COMPLAINT / DISPUTE

- | | | | |
|---|--------------------------|---|--------------------------|
| (a) Failure to refund deposit | <input type="checkbox"/> | (i) Unilateral changes to agreement | <input type="checkbox"/> |
| (b) Unlawful notice to vacate | <input type="checkbox"/> | (j) Unlawful entry | <input type="checkbox"/> |
| (c) Exorbitant increase in rental | <input type="checkbox"/> | (k) Unlawful seizure of possessions | <input type="checkbox"/> |
| (d) Failure to accept notice | <input type="checkbox"/> | (l) Failure to furnish receipts for payment | <input type="checkbox"/> |
| (e) Failure to provide municipal services | <input type="checkbox"/> | (m) Failure to provide copy of lease | <input type="checkbox"/> |
| (f) Failure to pay rental / municipal services/ other liabilities | <input type="checkbox"/> | (n) Failure to reduce lease to writing | <input type="checkbox"/> |
| (g) Failure to do maintenance | <input type="checkbox"/> | (o) Claim for remission of rental | <input type="checkbox"/> |
| (h) Unlawful eviction / illegal lockout | <input type="checkbox"/> | (p) Other | <input type="checkbox"/> |

Are you in arrears with your rental? Yes / No

If so, do you have a valid reason? Please state reason:

.....
.....

- **Depending on the complaint, complete the relevant annexure (a) – (p) as a supporting document**

G. DOCUMENTS TO ATTACH

1. Copy of lease agreement
2. Copy of agent's mandate
3. Copies of ID's (both parties)
4. Attached annexure(s)
5. Other

For official use

Signature of staff member

Date: _____

Signature of Complainant

Date