



Case No: / / / / /

COMPLAINT FORM FOR THE KWAZULU NATAL RENTAL HOUSING TRIBUNAL

A. PARTICULARS OF COMPLAINANT: (LANDLORD / TENANT)

Title _____ First Name _____ Surname _____
ID Number _____ Gender _____ Race _____
Physical Address _____
Tel (h) _____ (w/a) _____ (c) _____
Fax _____ E-mail _____

B. PARTICULARS OF RESPONDENT: (LANDLORD / TENANT)

Title _____ First Name _____ Surname _____
ID Number _____ Gender _____ Race _____
Physical Address _____
Tel (h) _____ (w/a) _____ (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

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

Address _____

Has a complaint for this property been submitted before?

YES / NO

E. PARTICULARS OF RENTAL AGREEMENT

Was a written lease agreement entered into?

YES / NO



F. NATURE OF COMPLAINT / DISPUTE

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

(u) Other

G. CHECK-LIST (FOR OFFICIAL USE)

PART		COMMENTS
1	Full particulars of complaint	
2	Nature of Complaint	
3	Full particulars of dwelling in dispute	
4	Particulars of the agreement	
5	Full particulars of the respondent	
6	Declaration signed	
7	Copy of I.D. / work permit / refugee status	
8	Copy of lease agreement	
9	Other documents attached	

 Signature of Complainant

 Date.

FOR OFFICIAL USE

 Signature of complaints officer

Date: _____