

## Annexure F(p)

# Complaint

Reference number: 21/3/1/.....

Relevant questions to be completed by the:	<b>Complainant (Tenant / Landlord)</b>  Name: .....	<b>Respondent (Tenant / Landlord)</b>  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
<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. If no lease agreement was signed, what were the terms of verbal agreement?		

<p><b>3. Complaint</b></p> <p>*Discuss detail of complaint and attach relevant proof</p>		
<p><b>5. General</b></p>		