



Case No: / / / / / /
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<b>COMPLAINT FORM FOR THE KWAZULU NATAL RENTAL HOUSING TRIBUNAL</b>
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**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
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**E. PARTICULARS OF RENTAL AGREEMENT**

Was a written lease agreement entered into? 

YES / NO
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**F. NATURE OF COMPLAINT / DISPUTE**

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

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**G. CHECK-LIST**

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

<b>FOR OFFICIAL USE</b>
_____ Signature of complaints officer
Date: _____