



dlg&hs

Department:
Local Government & Human Settlements
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



NORTH WEST RENTAL HOUSING TRIBUNAL

Annexure 1

COMPLAINANT FORM FOR THE RENTAL HOUSING TRIBUNAL

FOR OFFICIAL USE

[Redacted area]

A. PARTICULARS OF COMPLAINANT

SURNAME: _____

FORENAME: _____

NAME OF ASSOCIATION (S): _____

ID NUMBER: _____

BUSINESS/RESIDENTIAL ADDRESS (FLAT NAME, ROOM NO. STREET NAME): _____

POSTAL ADDRESS: _____

BUSINESS TELEPHONE: _____

HOME TELEPHONE NO: _____

FAX NUMBER: _____

E-mail: _____

B. DETAILS OF DWELLING

NUMBER OF UNITS IN BUILDING (IF APPLICABLE): _____

NUMBER OF TENANTS LIVING IN THE DWELLING: _____

LOCATION OF DWELLING: _____

STILL IN OCCUPATION? YES OR NO _____

IF NO, STATE DATE OF VACATION & NEW FORWARDING ADDRESS:

C. PARTICULARS OF LANDLORD/TENANT COMMITTEE MEMBERS

NAME: CONTACT NUMBER: DWELLING:

D. PARTICULARS OF PERSON AGAINST WHOM THE COMPLAINT IS LODGED

NAME OF LANDLORD/TENANT /ASSOCIATION: CONTACT NUMBER: FAX NUMBER: PERMANENT RESIDENTIAL ADDRESS (FLAT NAME, ROOM NO. STREET NAME) POSTAL ADDRESS (IF DIFFERENT)

E. ADDITIONAL INFORMATION

NAME OF CARETAKER: CONTACT NUMBER: FAX NUMBER:
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NAME OF OWNER OF BUILDING:

CONTACT NUMBER: _____ FAX NUMBER: _____

PERMANENT RESIDENTIAL ADDRESS(FLAT NAME, ROOM NO. STREET NAME)

POSTAL ADDRESS: _____

NAME OF MANAGING AGENT: _____

CONTACT NUMBER: _____ FAX NUMBER: _____

NAME OF BOND HOLDER: _____

CONTACT NUMBER: _____ FAX NUMBER: _____

F. PERSON/ORGANISATION THAT REFERED THE COMPLAINT

NAME: _____

TEL: _____

REF NUMBER: _____

G. List of complaints/disputes

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H. (FINANCIAL STATUS OF BUILDING)

TOTAL ELECTRICITY ARREARS	R
TOTAL WATER ARREARS	R
TOTAL RATES & TAXES OWED TO COUNCIL	R
TOTAL OWED TO THE MANAGEMENT AGENT	R

I. HAS A COMPLAINT FOR THIS BUILDING BEEN SUBMITTED BEFORE?

IF YES WHAT IS THE REFERENCE NUMBER.

YES _____

NO _____

J. IS THERE A NEED FOR INSPECTION?

YES _____

NO _____

NAME OF COMPLAINANT: _____

SIGNATURE: _____

DATE: _____

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NAME OF MEMBER OF STAFF: _____

SIGNATURE: _____

DATE: _____

NB! All necessary documents based on the nature of allegation should accompany this complaint form in order to substantiate ones claim/allegation like the following:

- + Lease Agreement / Contract**
- + Latest Municipal account**
- + Quotation**
- + Proof of ownership**
- + Letter of Mandate**
- + Proof of Payment**
- + Financial Breakdown**
- + Images**