

Annexure F (i)

Unilateral changes to agreement

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

Relevant questions to be completed by the:	Complainant (Tenant / Landlord) Name:	Respondent (Tenant / Landlord) 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
1. Managing Agent		
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?		
2. Lease Agreement		
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 original terms of the verbal agreement agreed upon in terms of:		
2.3.1. Rental period		
2.3.2. Rental amount		
2.3.3. Increase date and amount		
2.3.4. Deposit amount		
2.3.5. Deposit increase and date of increase		
2.3.6. Maintenance responsibilities etc.		

<p>2.4. Which terms of the original agreement were changed by the landlord / tenant? (Refer to the specific clause if the lease is in writing)</p>		
<p>2.5. What are the reasons for changing the terms of the agreement?</p>		
<p>2.6. What would be a reasonable solution in order to resolve the dispute?</p>		
<p>3. General</p>		