

## Annexure F(h)

### Unlawful eviction / Unlawful lockout

Reference number: 21/3/1/

Relevant questions to be completed by the:	<b>Complainant</b> <b>Name:</b>	<b>Respondent</b> <b>Name:</b>
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 terms of verbal agreement and especially regarding when and how notice can/must be given?		
<b>3. Notice</b> 3.1. Was notice given? 3.2. Who gave the notice, the landlord or agent? 3.3. How was notice given? 3.4. Please attach a copy of the notice letter 3.5. In terms of this notice, by which date does the tenant have to vacate?		

3.6. What was the reason for giving notice?		
3.7. Why is the notice unreasonable / not acceptable or unlawful?		
3.8. What notice (terms) would be reasonable and acceptable?		
<b>4. <u>Summons</u></b> 4.1. Was a summons served on the tenant? 4.2. When? 4.3. Please attach a copy of the summons		
<b>5. <u>Eviction /Lockout</u></b> 5.1. How did the eviction take place (tenant removed from premises / locks changed / locked out)? 5.2. Who was responsible for this? 5.3. When did the eviction take place?		
5.4. What are the reasons for the eviction?		
5.5. Where are you currently residing?		
5.6. Were damages incurred due to the eviction? (Specify items and amounts and attach proof)		
<b>4. <u>General</u></b>		