

SIGNATURE OF STAFF MEMBER

DATE RECEIVED
EMATS NO: _____

COMPLAINT FORM FOR THE RENTAL HOUSING TRIBUNAL

A. PARTICULARS OF COMPLAINANT:

Please tick appropriate box *COMPULSORY INFORMATION REQUIRED

LANDLORD	TENANT	<input type="checkbox"/>	RSA CITIZEN	OTHER	<input type="checkbox"/>	MALE	FEMALE
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*COMPLAINANT NAME (1)	Adv/Dr/Prof/Mr/Mrs/Ms	SURNAME	
COMPLAINANT NAME (2)		SURNAME	
ID/PASSPORT NO.	1	2	
TEL NO (WORK)		CELL/MOBILE (1)	
TEL NO (HOME)		CELL/MOBILE (2)	
EMAIL ADDRESS:			
PHYSICAL ADDRESS:	STREET NO. & NAME		
AREA / SUBURB		CODE	
POSTAL ADDRESS:			

* ADDRESS OF PROPERTY IN DISPUTE: _____

Description of property: House / Flat / Room / Garage / Hostel / Room / Wendy house / Other (specify): _____

PREFERRED METHOD OF COMMUNICATION: TELEPHONE ☎ EMAIL ✉ POST ✉

B. PARTICULARS OF RESPONDENT:

*Please tick appropriate box

LANDLORD	TENANT	<input type="checkbox"/>	MALE	FEMALE
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*RESPONDENT NAME (1)	Adv/Dr/Prof/Mr/Mrs/Ms	SURNAME	
RESPONDENT NAME (2)		SURNAME	
ID/PASSPORT NO.			
TEL NO (HOME/WORK)		CELL/MOBILE	
TEL NO (HOME/WORK)		CELL/MOBILE	
EMAIL ADDRESS:			
PHYSICAL ADDRESS:	STREET NO. & NAME		
AREA / SUBURB		CODE	
POSTAL ADDRESS:			

C. PARTICULARS OF OTHER REPRESENTATIVE:

AGENT	ATTORNEY	CARETAKER	TRUST	<input type="checkbox"/>	MALE	FEMALE
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NAME (OF REPRESENTATIVE)	Adv/Dr/Prof/Mr/Mrs/Ms	SURNAME	
COMPANY NAME			
TEL NO: (OFFICE)		CELL/MOBILE	
EMAIL ADDRESS:			
PHYSICAL ADDRESS:	STREET NO. & NAME		
AREA / SUBURB		CODE	
POSTAL ADDRESS:			
		CODE	

SIGNATURE OF APPLICANT: _____

DATE: _____

CHECKLIST

KINDLY INCLUDE THE ANNEXURES AND DOCUMENTS WHICH ARE APPLICABLE TO YOUR COMPLAINT AND TICK THE RELEVANT BOXES TO CONFIRM THAT YOU HAVE SUBMITTED THE DOCUMENTS

A - Failure to Refund Deposit	B - Unlawful Notice to Vacate
Identity Document <input type="checkbox"/>	Identity Document <input type="checkbox"/>
Lease Agreement <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>
Proof of Payment of Rental <input type="checkbox"/>	Copy of the Notice if possible <input type="checkbox"/>
Proof of Payment of Deposit <input type="checkbox"/>	Letters/Emails/Communication <input type="checkbox"/>
List of Deductions from the Deposit <input type="checkbox"/>	Received from Landlord <input type="checkbox"/>
Ingoing Inspection <input type="checkbox"/>	
Outgoing Inspection <input type="checkbox"/>	
Invoices <input type="checkbox"/>	
C - Exorbitant Increase in Rental	D - Failure to Accept Notice
Identity Document <input type="checkbox"/>	Identity Document <input type="checkbox"/>
Lease Agreement <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>
Increase Letter <input type="checkbox"/>	Notice Letter <input type="checkbox"/>
E - Failure to Provide Municipal Services	F - Failure to Pay Rental/ Municipal Services
Identity Document <input type="checkbox"/>	Identity Document <input type="checkbox"/>
Lease Agreement <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>
Affidavit <input type="checkbox"/>	Letter of Demand <input type="checkbox"/>
	Arrear Statement <input type="checkbox"/>
	Outstanding Municipal Account <input type="checkbox"/>
	If you are claiming for arrear municipal services <input type="checkbox"/>
H - Illegal Eviction/ Lockout	K - Unlawful Seizure of Possessions
Identity Document <input type="checkbox"/>	Identity Document <input type="checkbox"/>
Lease agreement <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>
Affidavit <input type="checkbox"/>	Affidavit <input type="checkbox"/>
L - Failure to Furnish Receipts for Payment	N - Failure to Reduce Lease to Writing
Identity Document <input type="checkbox"/>	Identity Document <input type="checkbox"/>
Lease Agreement <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>
Requests in Writing to Landlord to Furnish Receipts <input type="checkbox"/>	Requests in Writing to Landlord to Reduce Lease to Writing <input type="checkbox"/>
O - Claim for Remission in Rental	G - Failure to Maintenance; I - Unilateral Changes to Agreement; J - Unlawful Entry; M - Failure to Provide Copy of Lease; P - Other
Identity Document <input type="checkbox"/>	Identity Document <input type="checkbox"/>
Lease Agreement <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>
Requests Made in Writing to the Landlord for a Remission in Rental <input type="checkbox"/>	In addition, dispute J also requires an affidavit <input type="checkbox"/>

GENERAL

PLEASE ANSWER THE FOLLOWING QUESTIONS	YES	NO
Have you completed full particulars for the Complainant ? <i>Telephone numbers are crucial for investigation</i>	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed full particulars for the Respondent ? <i>Telephone/email/residential address</i>	<input type="checkbox"/>	<input type="checkbox"/>
Written lease agreement attached?	<input type="checkbox"/>	<input type="checkbox"/>
Verbal lease agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Are the parties' juristic entities e.g. Pty Ltd or CC?	<input type="checkbox"/>	<input type="checkbox"/>
Does the respondent reside overseas ?	<input type="checkbox"/>	<input type="checkbox"/>
Is the complainant the contractual party to the dispute?	<input type="checkbox"/>	<input type="checkbox"/>
Are you bringing a complaint on behalf of someone else? <i>If yes, please attach a mandate from the contractual party</i>	<input type="checkbox"/>	<input type="checkbox"/>