

Annexure F(d)

Failure to accept notice/vacate the property

Reference number: 21/3/1/

Relevant questions to be completed by the:	Complainant (Landlord) Name:	Respondent (Tenant) 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
<u>1. Managing Agent</u> 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?		
<u>2. Lease Agreement</u> 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 terms of the verbal agreement, specifically re <u>how</u> and <u>when</u> notice could be given?		
<u>3. Notice to Vacate</u> 3.1. When was the notice given? 3.2. At what date was the tenant suppose to vacate? 3.3. Was notice given verbally? By whom? 3.4. Was notice given in writing? By whom? Attach a copy of the notice.		

3.5. What was the reason/s for giving notice?		
3.6. How did the tenant indicate that he was not accepting the notice? (If in writing, attach a copy)		
3.7. What are the reasons for not accepting the notice?		
3.8. Under which circumstances or conditions are you willing to accept notice / willing to agree to withdraw the notice?		
4. <u>Summons of Eviction</u>		
4.1. Has a summons been served on the tenant yet? (Attach a copy)		
4.2. When was the summons served?		
5. <u>General</u>		