

| | |
|---------------------------------------|---|
| TOTAL RATES AND TAXES OWED TO COUNCIL | R |
| TOTAL OWED TO THE MANAGEMENT AGENT | R |

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

YES

NO

J. IS THERE NEED FOR INSPECTION?

YES

NO

NAME OF COMPLAINANT:.....

SIGNATURE:.....

DATE:.....

FOR OFFICE USE

NAME OF MEMBER OF STAFF:.....

SIGNATURE:.....

DATE OF RECEIPT OF COMPLAINT:.....

FORM C

LIMPOPO PROVINCIAL ADMINISTRATION
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING
LIMPOPO RENTAL HOUSING TRIBUNAL

NOTICE OF INVESTIGATION
RENTAL HOUSING ACT, 1999
(Act No. 50 of 1999)

Section 13 (2)(b) and Regulation 3

To:—

The Complainant:

and

The Respondent:

TAKE NOTICE THAT a complaint has been lodged in terms of section 13 (1) of the Rental Housing Act, 1999 with regard to:

The Tribunal is intending to conduct an investigation in terms of section 13 (2)(b) of the Rental Housing Act, 1999 concerning the alleged unfair practice.

The Chairperson: Limpopo Rental
Housing Tribunal

(date)

FORM D

LIMPOPO PROVINCIAL ADMINISTRATION
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING
LIMPOPO RENTAL HOUSING TRIBUNAL

DISPUTE RESOLUTION NOTICE
RENTAL HOUSING ACT, 1999
(Act No. 50 of 1999)

Section 13 (2)(c)(d) and Regulation 4

To: -

The Complainant:

and

The Respondent:

TAKE NOTICE THAT the Tribunal has conducted an investigation in terms of section 13 (2)(b) and has come to the following conclusion:

*That the dispute will be resolved through mediation in terms of section 13 (2)(c) of the Act

or

*That the dispute will be resolved through a hearing in terms of section 13(2)(d) of the Act.

***(Delete which is not applicable)**

The mediation / hearing will be held at _____
_____ (place) at ___ h ___ (time) on _____ (date).

The Chairperson: Limpopo Rental
Housing Tribunal

(date)

FORM E

LIMPOPO PROVINCIAL ADMINISTRATION
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING
LIMPOPO RENTAL HOUSING TRIBUNAL

**NOTICE IN TERMS OF REGULATION 5
RENTAL HOUSING ACT, 1999
(Act No. 50 of 1999)**

To:—

The Complainant:

and

The Respondent:

TAKE NOTICE THAT the Tribunal has decided that the dispute lodged by the complainant does not constitute unfair practice in terms of section 13 of the Rental Housing Act, 1999 and therefore does not fall within its jurisdiction.

**The Chairperson: Limpopo Rental
Housing Tribunal**

(date)

FORM F

LIMPOPO PROVINCIAL ADMINISTRATION
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

SUMMONS INITIATING PROCEEDINGS BEFORE

THE LIMPOPO RENTAL HOUSING TRIBUNAL

RENTAL HOUSING ACT, 1999
(Act No.50 of 1999)

Section 13(3)(d) and Regulation 6

PART A

The Respondent: _____

Tribunal ref: _____

TAKE NOTICE THAT proceedings are hereby instituted in the Tribunal against you as the person allegedly responsible for: _____

_____.

THAT the proceedings against you will commence before the Tribunal at _____
(place) at ____ h ____ (time) on _____ (date);

AND THAT you must participate in the proceedings and that if you intend to defend the allegation against you, you must notify the Tribunal within 7 days of receipt of this summons or may appear in person or be represented or assisted by another person.

Take note that if you fail to appear an order and a ruling may be made.

PART B

The Complainant: _____ Tribunal ref: _____

In the matter of the

(particulars of matter in connection with which the person summoned is required to appear).

You are hereby summonsed to appear before the Limpopo Rental Housing Tribunal at _____ (place) on _____ (date) at _____ (time),

- *(a) to answer questions in connection with the matter particularised above; *and
- *(b) to produce

(describe books, documents or objects) and be questioned in connection therewith.

(* Delete what is not applicable)

Take note that if you fail to appear the matter may be dismissed.

In terms of section 16 of the Act a person shall be guilty of an offence if he or she, having been summoned –

- (a) fails without sufficient cause to attend at the time and place specified in the summons, or to remain in attendance until the conclusion of the proceedings or until he or she has been excused from further attendance;
- (b) refuses to take the oath or make an affirmation;
- (c) refuses to answer, or to answer fully and satisfactorily to the best of his or her knowledge and belief, a question lawfully put to him or her;
- (d) fails to produce a book, document or object in his or her possession or custody or under his or her control, which he or she was required to produce; or

- (e) makes a false statement to the Inspector or other person in the service of the Limpopo Rental Housing Tribunal, knowing such statement to be false or not knowing or believing it to be true.

**The Chairperson: Limpopo Rental
Housing Tribunal**

(Date)

(Place)

FORM G

LIMPOPO PROVINCIAL ADMINISTRATION
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING
LIMPOPO RENTAL HOUSING TRIBUNAL

CERTIFICATE OF APPOINTMENT
RENTAL HOUSING ACT, 1999
(Act No. 50 of 1999)

Section 11 (3)

It is certified that _____ ID No _____
(Full Names)

is appointed as an Inspector in terms of section 11 (1) of the Rental Housing Act, 1999,

with effect from _____.

The Head of Department: Local
Government and Housing

(date)

FORM H

LIMPOPO PROVINCIAL ADMINISTRATION
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

LIMPOPO RENTAL HOUSING TRIBUNAL
RENTAL HOUSING ACT, 1999
(Act No. 50 of 1999)

Oath or Affirmation by Interpreter
(Regulation 10 (2))

"I, _____ swear/solemnly affirm that , whenever I am called upon to perform the functions of an interpreter in the proceedings in the Rental Housing Tribunal, I will truly and correctly to the best of my ability interpret from the language which I may be called upon to interpret into from another language as required by the Tribunal. (In case of an oath) So help me God."

*(*Delete what is not applicable.)*

SIGNED AT _____ ON THIS _____ DAY OF _____ 2006

DEPONENT

**The Chairperson: Limpopo Rental
Housing Tribunal**

FORM I

LIMPOPO PROVINCIAL ADMINISTRATION

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

LIMPOPO RENTAL HOUSING TRIBUNAL
RENTAL HOUSING ACT, 1999
(Act No. 50 of 1999)

Oath or Affirmation by the Transcriber
(Regulation 11)

- "I, _____, swear/solemnly affirm -
- (a) that I shall faithfully and to the best of my ability *take down/record* the proceedings of the Rental Housing Tribunal, in short hand/by mechanical means as ordered by the Chairperson of the Rental Housing Tribunal or other person presiding;
- (b) that I shall transcribe fully and to the best of my ability shorthand notes/ a mechanical record of the proceedings of the Rental Housing Tribunal made by me or by another person. *(In the case of an oath:) So help me God.*"

*(*Delete what is not applicable.)*

SIGNED AT _____ ON THIS _____ DAY OF _____ 20____

DEPONENT

Chairperson : Limpopo Rental Housing Tribunal

FORM J

LIMPOPO PROVINCIAL ADMINISTRATION

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING
LIMPOPO RENTAL HOUSING TRIBUNAL

CERTIFICATE OF OUTCOME OF DISPUTE REFERRED TO MEDIATION

RENTAL HOUSING ACT 1999
(Act No. 50 of 1999)
Section 13 2(d) and Regulation 12

I certify that the dispute between:

and

(Complainant)

(Respondent)

Referred to mediation on:

(Date)

Concerning

Was resolved on _____ or remains unresolved as at _____
(Date) (Date)

If this dispute is unresolved it must be referred for a hearing in terms of section 13 (2)(d).

Signature of Mediator

Place

Date