

COMPLAINT FORM (v2)

(Nov '14)

SECTION A: HOUSING CONSUMER DETAILS

Mr ☐ Ms ☐ Initials Surname

Postal Address Code

Tel () Fax

Cell ()

Person acting on behalf of Housing Consumer

Mr ☐ Ms ☐ Initials Surname

Postal Address Code

Tel () Fax

Cell ()

Capacity in which you are representing the housing consumer

SECTION B: PROPERTY AND ADDRESS DETAILS

Unit / Portion No. Erf No.

Complex Name

Street No. and Name

Township Ext No.

Region

Province

NHBRC Enrolment Certificate No. (where known)

Are you the first owner? ☐ Yes ☐ No | Occupation date of first owner?

Type of property (single storey, detached, etc.)

SECTION C: NHBRC HOME BUILDER DETAILS

Enterprise Name

Contact Person

Mr ☐ Ms ☐ Initials Surname

Postal Address Code

Tel () Fax

Cell ()

NHBRC Registration No.

SECTION D: DETAILS OF DISPUTE OR CLAIM

Type of Complaint ☐ 3 month non-compliance period ☐ 5 year structural defect period
☐ 1 year roof leak period ☐ Contractual dispute
☐ Deposit theft ☐ Other

Item No.	Precise description of dispute or defect (please number each item)	Date first noted	Date defect was notified to Builder

There are more pages for dispute or defects to be listed attached.

Have any retention monies been held from the contract sum? ☐ Yes ☐ No If yes, how much? R

Has the builder responded to the complaint? ☐ Yes ☐ No What has been done to resolve the problem? Please describe

Is the builder insolvent or in suspected financial difficulty? ☐ Yes ☐ No If yes, please give details below

SECTION E: DECLARATION

I / we declare that the details given in this form are true and correct to the best of my/our knowledge

I/we have given written notice of the damage to the home builder.

I/we have given the home builder the opportunity to rectify.

[illegible]

Date

D	D	M	M	Y	Y	Y	Y
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Signature

[illegible]

SECTION D: DETAILS OF DISPUTE OR CLAIM – additional page

[illegible]