**7 Day Letter of Demand**

# ANNEXE "A"

**Draft Letter of Demand (Section 32)**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Tenant)

(Address as per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lease)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be sent only be registered mail or hand delivered** (registered mail slip/affidavit by deliverer must be kept and handed to MEUMANN WHITE with copy of demand letter.)

Dear Sir

RE: ARREAR RENTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address as per Lease)

We confirm that we are the agents of Mr/Mrs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is the Landlord of the above mentioned premises.

On or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) you entered into a Lease Agreement with the Landlord in terms of which you leased the above mentioned premises.

In terms of the Lease Agreement:

* The lease is for a period of \_\_\_\_\_\_\_\_\_\_\_\_ months from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The monthly rental is the sum of R\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable monthly in advance on or before the first day of each and every month
* In the event of your failing to pay the rent or any portion thereof on due date, the Landlord has the right to cancel the lease and re-take possession of the leased premises, without prejudice to any claim he/she may have against you for arrear rental and/or damages for breach of contract.

You have failed to pay the full rental for the month/s of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In the circumstances, we demand, that you pay to our offices the sum of

R\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being the arrear rental for the aforementioned months within 7 (seven) days of receipt of this letter.

Should you not make payment as demanded, the Landlord will, without prejudice to any of his rights, proceed to cancel the lease and institute action against you for and order for our eviction from the leased premises, arrear rental and any damages.

Kindly note that in terms of clause \_\_\_\_\_\_ this notice is deemed to have been received by you \_\_\_\_\_\_\_ days from date of postage or on date of delivery by hand.

Yours Faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full Name)

# ANNEXE "B"

**Draft Affidavit to be Deposed to in event of hand delivery of notice letter**

I, the undersigned do hereby make oath and state that:

1. I am an adult male / female employed at:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I am duly authorised to depose to this affidavit, and the facts deposed to herein are within my own personal knowledge true and correct.

1. On the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 200\_\_\_ I delivered to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a copy of the letter annexed hereto marked "A".

Dated at Durban this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 200\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

I hereby certify that the Deponent has knowledge that he / she knows and understands the contents of this affidavit which was signed and sworn to before me at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 200\_\_\_\_, the regulations contained in Government Notice no. R1258 of 21 July 1972 and R1648 of 16 August 1977, as amended, having been complied with.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# COMMISSIONER OF OATHS