



Republic of Namibia  
Annotated Statutes

**REGULATIONS**

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REGULATIONS MADE IN TERMS OF

**Rents Ordinance 13 of 1977**  
section 38

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**General Regulations**

Government Notice 10 of 1978

(OG 3685)

came into force 1 January 1978

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**ARRANGEMENT OF REGULATIONS**

1. Definition
2. Summons to appear before rent board
3. Notice in respect of first letting of dwelling by lessor
4. Notice of change of lessor
5. Notice by person succeeding his predecessor as lessor of dwelling
6. Notice of change of lessee
7. Submitting of monthly statement of lessees to rent board
8. Penal Clause
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**A - APPENDIX**

SUMMONS TO WITNESS TO ATTEND INVESTIGATION HELD BY RENT BOARD

**B - APPENDIX**

**C - APPENDIX**

CERTIFICATE OF REGISTRATION AS LESSOR

**D - APPENDIX**

NOTICE IN RESPECT OF CHANGE OF LESSOR

**E - APPENDIX**

**REGULATIONS**  
**Rents Ordinance 13 of 1977****General Regulations****NOTICE BY LESSOR IN RESPECT OF CHANGE OF LESSEE****Definitions**

1. In these regulations, unless the context otherwise indicates: “the Ordinance” means the Rent Ordinance, 1977 (Ordinance 13 of 1977);

and any other word or expression to which a specific meaning is attached in the Ordinance, has a corresponding significance.

**Summons to appear before rent board**

2. A summons issued by virtue of the provisions of section 11(1) of the Ordinance to command someone to appear before a rent board or to submit a book, document or thing, must be in the form included in Appendix A.

**Notice in respect of first letting of dwelling by lessor**

3. (1) When the lessor of a dwelling informs the rent board concerned in respect of his first letting of such dwelling in accordance with the provisions of section 24(1) of the Ordinance, he must do so on Form SWA 936 as set out in Appendix B.

(2) As soon as the rent board has convinced itself of the correctness of the notice referred to in subregulation (1), it registers the dwelling concerned for letting, and issues a “Certificate of registration as Lessor” on Form SWA 937 included in Appendix C, to the lessor.

**Notice of change of lessor**

4. When a lessor of a dwelling according to the provisions of section 24(2)(i) of the Ordinance notifies the rent board concerned, in writing, that someone else is succeeding him as lessor of that dwelling, such a notice must be given on Form SWA 337 as set out in Appendix D.

**Notice by person succeeding his predecessor as lessor of dwelling**

5. (1) Anyone succeeding another person as lessor of a dwelling as referred to in regulation 4, must comply with the provisions of regulation 3 concerning the prescribed giving of notice to the rent board concerned within one calendar month after such succession.

(2) When a succeeding lessor has satisfied the provisions of sub-regulation (1), the rent board issues a “Certificate of Registration as Lessor” on Form SWA 937 included in Appendix C, to such lessor, in the way stipulated mutatis mutandis in regulation 3 (2).

**Notice of change of lessee**

6. When the lessor of a dwelling according to the provisions of section 24(2)(ii) of the Ordinance notifies the rent board concerned, in writing, that such dwelling is let to a lessee other than a lessee of whom such rent board has already been notified, such a notice must be given on Form SWA 338 as set out in Appendix E.

**REGULATIONS  
Rents Ordinance 13 of 1977**

**General Regulations**

**Submitting of monthly statement of lessees to rent board**

7. In addition to submitting any notice required in accordance with the provisions of the Ordinance or these regulations, a lessor may, in the case of a building or premises divided into flats let by him, be required by a rent board to submit to the rent board concerned not later than the seventh day of the month, a written monthly statement of the names of the various persons who, on the first day of a particular month, were the lessees of the different flats.

[The words "provisions" and "writing" are misspelt in the Official Gazette, as reproduced above.]

**Penal Clause**

8. Any lessor who neglects to comply with the provisions of regulations 3, 4, 5, 6, or 7 is guilty of an offence and liable, on conviction, to a fine not exceeding two hundred rand or to imprisonment for a period not exceeding two months, or to both such fine and such imprisonment.

**Coming into operation of regulations**

9. These regulations will come into operation on the first day of January 1978.

SWA 334(a)

**A - APPENDIX**

**S. W. A. ADMINISTRATION**

**SUMMONS TO WITNESS TO ATTEND INVESTIGATION HELD BY RENT BOARD  
RENTS ORDINANCE, 1977 (ORDINANCE 13 OF 1977)**

TO: Mr./Mrs./Miss

You are hereby summoned to appear before the Rent Board, appointed in terms of the Rents Ordinance, 1977, at -

THE MAGISTRATE'S OFFICE, WINDHOEK

on the ..... day of .....

19..... at 9 o'clock in the forenoon and on any subsequent day to which the investigation may be postponed, to give evidence respecting an application for:

and you are required to bring with you and then produce before the said Rent Board the various books, documents or things specified in the list attached hereto.

And take notice that if you fail to obey this summons you shall be guilty of an offence, and liable on conviction to a fine not exceeding a hundred Rand or to imprisonment for a period not exceeding one month, or to both such fine and such imprisonment.

Given under my hand this .....  
day of ..... 19.....

CHAIRMAN/SECRETARY\* OF THE RENT BOARD OF THE TERRITORY

\* DELETE WHICH IS NOT APPLICABLE.

**B - APPENDIX**

SWA 936

**REGULATIONS**  
**Rents Ordinance 13 of 1977**

**General Regulations**

APPLICATION FOR/RENEWAL OF\* REGISTRATION AS LESSOR

Year ending 31 March .....

LESOOR - if not the owner (Please print.)

Surname
Christian names
Postal address
Residential address

2. OWNER (Please print.)

Surname
Christian names
Postal address
Residential address

3. PARTICULARS OF DWELLING

(a) Situation

City/Town	Suburb
Street	Street number
Name of dwelling/building	Flat number
Size of erf	Erf number

(b) Nature of dwelling (mark with X)

Dwelling	Flat	Room
Other (specify)		

(c) Size of dwelling (mark with X where applicable)

Living room	Living-dining room			Dining room		
Bedrooms	1	2	3	4	5	6
Kitchen	Pantry		Bathroom		One room only	
Other (specify)						

(d) Material of outer walls (mark with X)

Burnt Brick	Raw brick	Cement brick	Ash brick	Iron and wood
Wood	Asbestos sheet		Other (specify)	

\*DELETE WHICH IS NOT APPLICABLE

(e) Age of dwelling

Date since first occupied
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(f) Municipal valuation

**REGULATIONS  
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**General Regulations**

Improvements	R	Land	R	Total	R
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(g) Municipal rates annually (N.B.)

Property rates	Sanitary fees	R
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(h) Fire Insurance

Annual premium	Policy number
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Insurance Company
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(i) Maintenance repairs

Average annual cost
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4. PARTICULARS OF LESSEE(S) (Please print)

1. Surname
Christian names
2. Surname
Christian names
3. Surname
Christian names

N.B. SHOULD SPACE BE INSUFFICIENT PLEASE ADD ANNEXURE

5. PARTICULARS OF LEASE (Mark with X where applicable)

Dwelling in let since	(date)		
Rental: Monthly	R	weekly	R
Dwelling is let furnished	Partly furnished	Unfurnished	
Is service provided	Yes	No.	
Does lessee pay for water consumed	Yes	No	
Does lessee pay for electric current	Yes	No	

DATE ..... SIGNATURE OF LESSOR/OWNER .....

**C - APPENDIX**

SWA 937  
No.  
NO. 13/1/.....

**CERTIFICATE OF REGISTRATION AS LESSOR**

I certify that ..... of .....  
has been registered as a lessor in respect of the following  
dwelling(s) situate at: .....  
Erf. No. .... Street ..... No .....

SECRETARY RENT BOARD

Monthly rental: .....



**REGULATIONS**  
**Rents Ordinance 13 of 1977**

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SWA 337

**D - APPENDIX**

S.W.A. - ADMINISTRATION

**NOTICE IN RESPECT OF CHANGE OF LESSOR**

1. DWELLING:

Erf No ..... Suburb .....  
 Street and No. .... Town .....  
 Description .....

2. PRESENT LESSOR:

(a) Owner: .....  
 Address: .....  
 ..... Tel. No. ....  
 (b) Plenipotentiary representative: .....  
 Name: .....  
 Address: .....  
 ..... Tel. No.: .....

3. SUCCEEDING LESSOR:

Name: .....  
 Address: .....  
 ..... Tel. No.: .....

MONTHLY RENTAL: .....

DATE: .....

\*SIGNATURE OF PRESENT LESSOR  
 /PLENIPOTENTIARY REPRESENTATIVE OF  
 PRESENT LESSOR

\*DELETE WHICH IS NOT APPLICABLE

SWA 338

**E - APPENDIX**

S.W.A. - ADMINISTRATION

**NOTICE BY LESSOR IN RESPECT OF CHANGE OF LESSEE**

1. DWELLING:

**REGULATIONS**  
**Rents Ordinance 13 of 1977**

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Erf. No.: ..... Suburg: .....  
Street & No.: ..... Town .....  
Description: .....

2. LESSOR:

(a) Owner: .....  
Address: .....  
..... Tel. No.: .....

(b) Plenipotentiary representative: .....  
Name: .....  
Address: .....  
..... Tel. No.: .....

3. LESSEE:

(a) Present Lessee: .....  
Name: .....  
Address: .....  
..... Tel. No. ....  
Date of possession: .....

(b) Former Lessee: .....  
Name: .....  
Address: .....  
..... Tel. No .....  
Date of evacuation: .....

4. MONTHLY RENTAL: .....

DATE ..... \*SIGNATURE OF LESSEE/PLENIPOTENTIARY  
REPREHENSIVE OF LESSEE

\*DELETE WHICH IS NOT APPLICABLE

[The above Schedule is reproduced as per *Official Gazette*  
with the word "suburb" misspelt in section 1- DWELLING]