



**GATE PASS**

GATE PASS NO. \_\_\_\_\_

<b>TO:</b>	<b>GUARD ON DUTY</b>	<b>DATE:</b>		Original	Admin Office
<b>FROM:</b>				Photocopy	Security Guard
<b>BLK AND LOT NO.</b>				Photocopy	Unit Owner/Tenant

Please allow the bearer of this form to  pull out  bring in the items listed below:

Item No.	Item Description <small>(Indicate Serial Number, if any)</small>	Unit	Quantity	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

*Please use additional sheet(s) if necessary.*

Requested by:

Authorized by:

\_\_\_\_\_  
 Printed Name and Signature of  
**Unit Owner/Tenant**

\_\_\_\_\_  
 Printed Name and Signature of  
**Authorized Representative**

Approved by:

\_\_\_\_\_  
**Ruth Adaro**  
 Village Manager

<b>To be filled-out by Guard on Duty:</b>	
Date of Exit / Entry:	_____
Time:	_____
Plate No.:	_____
No. of Wheels:	_____
I have certified that I have inspected the items listed above.	
_____ Printed name and signature of <b>Guard on Duty</b>	

Note: This also covers the Household Helps Gate Pass.