



MOVE-IN NOTICE AND CLEARANCE FORM

Lot Owner / Authorized Representative

Tenant / Lessee

Original	Admin Office
Photocopy	Security Guard
Photocopy	Unit Owner/Tenant

Date Prepared: _____

To be requested by the Unit Owner/Tenant at least three (3) days before the actual date of Move-in.

Name of Lot Owner/Tenant	Block	Lot
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Scheduled Move-in Date	FOR TENANTS/LESSEES		
	Contract Term	Start Date of Lease Contract	End Date of Lease Contract

ITEMS, FURNITURE AND APPLIANCES INCLUDED IN THE MOVE-IN

Item No.	Item Description	Unit	Quantity	Remarks

Please use additional sheets if necessary. Items to be brought in after the move-in date should be covered by a Gate Pass.

By signing this Move-In Notice and Clearance Form, I hereby consent to the collection and processing of my personal data and other individuals identified herein, in accordance with such Privacy Policy as may be adopted by The Enclave Alabang and the Data Privacy Act of 2012. I further agree to be contacted by the representatives of The Enclave Alabang regarding any matter relating to my residence in the subdivision as well as on latest developments in The Enclave Alabang. I signify my conformity to the foregoing and certify that all information provided above are true and correct.

Requested by:

(FOR LEASED UNITS) Authorized by:

Printed Name and Signature of
Lot Owner/Tenant

Date

Printed Name and Signature of
Lot Owner/Authorized Representative

Date

To be filled-out by Property Management

To be filled-out by Accounting Department
(indicate if payments are updated)

Current Reading	Water	Electricity	Monthly Dues
Reading/Activation of Utility Meters by:	_____ Printed Name and Signature / Date		Others
Checking/Activation of Fire and Safety Equipment by:	_____ Printed Name and Signature / Date		_____ Printed Name and Signature of Accounting Personnel / Date

FOR LEASED UNITS

APPROVED BY:

SECURITY MONITORING

Assisted by:	_____ Printed Name and Signature of VILLAGE MANAGER
Date: _____	Date: _____

Actual Move-in Date:	_____
Time-In:	_____
Time-Out:	_____
_____	Printed Name and Signature of SECURITY PERSONNEL

REQUIREMENTS FOR MOVE-IN

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|--|---|
| 1. Certificate of Acceptance (For Unit Owners Only) | 6. Filled-out Household Employee's Information Sheet and ID application form (if applicable) |
| 2. Approved Move-in Notice and Clearance Form | 7. Photocopy of 2 Valid I.D., with at least 1 government issued I.D., of Unit Owners / Tenants. For foreigners, a copy of the passport is needed. |
| 3. Updated payments of Association Dues and other assessments | 8. For leased units, photocopy of Lease Contract signed by both Tenant and Lessor |
| 4. Filled-out Residents' Information Sheet and ID application form | |
| 5. Filled-out Vehicle Sticker Application Form (if applicable) | |