

Gate Pass No. \_\_\_\_\_

FJR-PX2000-12 R02 Gate Pass Form

**GATE PASS**

<b>TO:</b>	<b>GUARD ON DUTY</b>	<b>DATE:</b>		Original	Admin Office
<b>FROM:</b>				Photocopy	Security Guard
<b>BUILDING &amp; UNIT NO. / VILLAGE, PHASE, BLOCK &amp; 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 <i>(indicate Serial Number, if any)</i>	Unit	Quantity	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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

**Requested by:**

**For leased units:**

**Authorized by:**

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

\_\_\_\_\_  
Printed Name and Signature of  
**Unit Owner/Authorized Representative**

**Approved:**

\_\_\_\_\_  
Printed Name and Signature of  
**Building/Village Manager**

**To be filled-out by Guard on Duty:**

**Date of Exit / Entry:** \_\_\_\_\_

**Time:** \_\_\_\_\_

I have certified that I have inspected the items listed above.

\_\_\_\_\_  
Printed name and signature of  
**Guard on Duty**

Note: This also covers the Household Helps Gate Pass.

Note to Guard: Please return signed form to the Property Management Office