



## Move-In Clearance Form

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

Tenant Name: \_\_\_\_\_ Room ID: \_\_\_\_\_

Accomplish this form and make sure that you have acquired all the documents indicated on this form before.

### 1<sup>st</sup> Step - SECURITY GUARD Clearance

- ☐ (1) Surrender Reservation Form ☐ (2) Inspection of Luggage and Belongings

Tenant : \_\_\_\_\_ Guard on Duty : \_\_\_\_\_

### 2<sup>nd</sup> Step - RECEPTIONIST Clearance

- ☐ (1) Contract of Lease ☐ (4) Gadget Registration Form ☐ (7) Bed Sheet  
☐ (2) Reservation Form ☐ (5) Apartment Key  
☐ (3) House Rules and Regulations ☐ (6) Room Key

Tenant : \_\_\_\_\_ Receptionist : \_\_\_\_\_

### 3<sup>rd</sup> Step - CASHIER Clearance

- ☐ Balance Fully Paid

Tenant : \_\_\_\_\_ UCBR Cashier : \_\_\_\_\_

Processing is complete, WELCOME to UCBR! You may now proceed to your room.



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