

MOVE-IN AND MOVE-OUT FORM

☐**MOVE-IN**☐**MOVE-OUT**

Date _____

Unit Number _____

Type of Unit _____

Unit Owner _____

Contact No. _____

Tenant's Name _____

Parking Slot No. (if any) _____

Spouse Name _____

Contact No. _____

Company Name _____

Contract Start Date _____

Office Address _____

Contract Expiration Date _____

Office Contact No. _____

Date of Move-in / Move-out _____

REMARKS: (specify the accounts of the tenant, & the owner, etc.)

FOR TENANT MOVE-IN:

Payment of the following is the account of:

Owner

Tenant

Monthly Dues

☐☐

Power and Water

☐☐

Approved: _____

Owner or Authorized Representative

(Signature over Printed Name)

Note: (The authorized representative must be endorsed by the owner thru a written document.)

ACCOUNTING DEPARTMENT:

Monthly Dues _____

Water _____

Other Assessments _____

Signature over Printed Name

Date

SECURITY DEPARTMENT:

Signature over Printed Name

Date

MAINTENANCE DEPARTMENT:

Water Reading _____

Electricity Reading _____

Read by:

Signature over Printed Name

Date & Time

ADMINISTRATION:

Building Administrator

Date

Requirements to Move-In:**If Tenant:**

- a) Contract of Lease
- b) Photocopy of Valid ID (w/ picture & signature / passport if foreigner)

- c) Photocopy of Condominium Certificate of Title (CCT) of new owner
- d) Information Sheet for the Registry of Members
- e) Photocopy of Valid ID (w/ picture & signature / passport if foreigner)

If New Owner:

- a) Contract to Sell with receipt of full payment, or
- b) Deed of Sale and photocopy of seller's CCT

Requirements to Move-Out: (Tenant / Owner)

- a) Clearance duly signed by the owner or authorized representative
- b) All unpaid balances must be settled.
- c) Move-out shall be done only during weekdays (8am - 5pm), weekends and holidays not allowed

* Please prepare the move-in / move-out form a week before the move-in or move-out date to avoid inconvenience.