

MOVE-IN CLEARANCE

BASIC INFORMATION		
Applicant's Name:	Date Applied (m/d/y):	Date of Move In (m/d/y): <i>Min of 3 days from application date</i>
Applicant is: ☐ Owner ☐ Tenant ☐ Authorized Occupant	Tower / Unit No.:	Time of Move In: _____ ☐ AM _____ ☐ PM
☐ Please check [✓] if moving in with delivery <i>*Attach the accomplished Gate Pass</i>	Duration of lease / stay (for Non-Owners):	

REQUIRED DOCUMENTS	
For Registered Owners:	For Non-Owners :
☐ Filled out Resident's Information Sheet ☐ Copy of any government-issued IDs: ☐ Driver's License ☐ PRC-issued ID ☐ Passport ☐ If foreigner, copy of ACR and Passport ☐ TCT / CCT / DOAS	☐ Filled out Resident's Information Sheet ☐ Copy of any government-issued IDs: ☐ Driver's License ☐ PRC-issued ID ☐ Passport ☐ If foreigner, copy of ACR and Passport ☐ Authorization from Unit Owner ☐ Notarized Lease Agreement (if Tenant) and SPA if signed by Authorized Representative ☐ Endorsement Letter from Owner (if Guest)

NOTES	For AA Use:
1. Outstanding Balances: As provided in the House Rules, this must be settled at the Admin Office	☐
2. Welcome Home Orientation: To be conducted prior to move in. Inform the Admin Office of your preferred date and time	☐
3. Processing Period: Maximum of three (3) working days upon receipt of documents	☐
4. Gate Pass: Fill out one if there are items for delivery	☐

Submitted by:

Endorsed by:

Applicant
(Signature over Printed Name)

Owner
(If Tenant/Guest will be moving in)

UTILITIES METER READINGS		
Water Meter	Electric Meter	
Serial Number:	Serial Number:	
Reading: _____cu.m.:	Reading: _____kWhr:	
Date (m/d/y):	Read by:	Witnessed/Conforme:

Verified by:

Approved by:

Administrative Assistant
(Signature over Printed Name)

Property Manager
(Signature over Printed Name)

Distribution to (1) Owner (2) Security (3) Admin Office