

Move in Requirements

1. **Contract of Lease** – original, notarized, and with the **unit inventory list**
2. **Resident's Information Sheet** – signed by the unit owner
3. **Photocopy of Government issued ID** – if the tenant is Filipino (1 primary or 2 secondary)

Original passport and Alien Certificate of Registration (ACR ID) to be presented in the Admin Office – if the tenant is a foreign national; For the ACR ID, in case it cannot be provided yet, any proof that the tenant is eligible to live in Philippine soil can be submitted (i.e., **official receipts of registration process from Bureau of Immigration or VISA**).

Note: Original copies of passport and ACR will be photocopied by the Admin.

4. **Move-in Clearance** – signed by both the tenant and unit owner; two (2) copies (1 Admin, 1 Tenant)
5. **RFID Application Form** – one registration form per tenant; RFID fee is Php500.00 per card
6. **Unit Inspection** – for scheduling
7. Scan the QR code below to join the Solstice Community Telegram for future announcements, memos, and circulars



Please take note of the following items below:

1. Kindly **email us the scanned copy of all the requirements** mentioned above so that we can review and give some feedbacks. **We will be giving a go signal** when you can pass the hard copies of the documents to the Administration Office. Please email us at:
 - propertymanager@solsticetowers.com.ph
 - administrative@solsticetowers.com.ph
2. Move-in process **will commence once the hard copies have been submitted** to the Administration Office. The processing of move in documents will take **seven (7) working** days.

“PLEASE TAKE NOTE THAT OUTSTANDING BALANCES (Association Dues and Water Bill) SHOULD BE SETTLED UP TO DATE BEFORE THE APPROVAL OF TENANT MOVE IN.”

SOLSTICE TOWERS CONDOMINIUM

The Administration Office, Solstice Towers Circuit Makati, Brgy. Carmona, Makati City | (02) 8808-7220