

MOVE-IN / MOVE-OUT CLEARANCE

Date Issued: _____

Owner

Unit

Tenant

Type of Occupancy:

☐ Owned☐ Rented

Documents Submitted:

☐ Occupancy Permit (if applicable)☐ House Construction Monitoring Checklist (100 % Percentage Completion)☐ TCT / CCT☐ Lease Agreement (if Rented/Leased), Letter of Owner's Approval

Water Meter Reading _____

Electric Meter Reading _____

Owner/ Tenant

Recommending Approval:

Technical Assistant_____
Property Manager**NOTE:**

1. Deliveries allowed _____(Days).
2. Delivery hours from _____(Time).
3. Moving works shall be allowed up to _____(Time).
4. Move-in/Move-out Clearance shall be submitted to security by the administration office upon approval