



# AYALA ALABANG VILLAGE ASSOCIATION

Neighborhood Center Narra St., Ayala Alabang Village Muntinlupa City

Tel. Nos.: 807-0511 \* 842-4411 \* 842-3732 \* Fax No. 842-5203

## AAVA GATE PASS FOR MOVE-IN

TO : ENTRY SECURITY GUARD ( MADRIGAL GATE )  
FROM : ADMINISTRATION  
RE : GATE PASS CCODE: \_\_\_\_\_

	<u>LESSEE / TENANT</u>	<u>HOMEOWNER</u>
NAME :	_____	_____
ADDRESS :	_____	_____
SIGNATURE :	_____	_____
TEL. NO. :	_____	_____
MOVE - IN DATE :	_____	_____

**IMPORTANT:** This move-in check is being undertaken by the Association as an additional service to the homeowner. The Association does not guarantee nor assume any liability for any losses that may occur during this move-in. Association dues are permanent liens on property and is the ultimate responsibility of the homeowner.

NAME : \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

ADDRESS : \_\_\_\_\_

BIRTH DATE : \_\_\_\_\_ BIRTH PLACE: \_\_\_\_\_ RELIGION: \_\_\_\_\_

SEX : \_\_\_\_\_ CIVIL STATUS: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

POSITION : \_\_\_\_\_

NO. OF YEARS IN THE COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

NO. OF YEARS IN LAST ADDRESS: \_\_\_\_\_

NAME OF SPOUSE: \_\_\_\_\_ AGE: \_\_\_\_\_

**CHILDREN / DEPENDENTS:**

	<u>NAME</u>	<u>AGE</u>	<u>SEX</u>	<u>RELATIONSHIP</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

**REFERENCE PERSONS:**

1. NAME : \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_ TEL. NO. \_\_\_\_\_  
OFFICE ADDRESS: \_\_\_\_\_ TEL. NO. \_\_\_\_\_

2. NAME : \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_ TEL. NO. \_\_\_\_\_  
OFFICE ADDRESS: \_\_\_\_\_ TEL. NO. \_\_\_\_\_

**OTHERS (FOR FOREIGNER):**

DATE OF ARRIVAL IN THE COUNTRY : \_\_\_\_\_

- PHOTOCOPY OF PASSPORT
- PHOTOCOPY OF VISA

Name of Lessor : \_\_\_\_\_

Contact no. : \_\_\_\_\_

Leased Property : \_\_\_\_\_

Broker's full name : \_\_\_\_\_

Contact no. : \_\_\_\_\_

Address : \_\_\_\_\_

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

**ACTIONS TAKEN**



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SRN 97-05-74

Circular No. 97-74

July 19, 1999

**TO : ALL AYALA ALABANG VILLAGE RESIDENTS/TENANTS**  
**FROM : VILLAGE MANAGER**  
**RE : AAVA RULES ON MOVE-IN**

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**TO PROTECT EFFECTIVELY THE INTEREST OF THE ASSOCIATION AND ITS REGISTERED LOT OWNERS / RESIDENTS, AYALA ALABANG VILLAGE ASSOCIATION PROMULGATES THE FOLLOWING REVISED RULES ON ABOVE SUBJECT, EFFECTIVE IMMEDIATELY.**

### MOVE – IN

1. No move-in will be allowed without prior notice by registered lot owner with the Association. Resident is required to apply for resident IDs and vehicle stickers at the AAVA office.
2. In case of leases, lessees / tenants are required to register with the Association before occupying the leased premises. Lessor is required to provide AAVA with official representative's telephone number and address to enable the Association to get in touch with them whenever necessary.

### NOTE:

1. Lessees / tenants are warned not to use the leased property for dormitory or tutorial purposes, which is a violation of the "one family residence" policy.
2. Leased property used as "STAFF HOUSE" is limited to five (5) staff only, but without their family members.
3. A PHOTOCOPY of the duly notarized CONTRACT OF LEASE (with the price blocked out if necessary) should be filed with the Association. If the house is furnished, please make a list of the furnishing on a separate piece of paper.
4. **Move-in** will be allowed within 7:00 A.M. to 9:00 P.M. only.

For your guidance and protection.

**NOTE: AFTER THIS FORM HAS BEEN COMPLETED, PLEASE RETURN IT TO AAVA OFFICE.**

**Village Manager**



**AYALA ALABANG VILLAGE ASSOCIATION**

**AAVA GATE PASS FOR PARTIAL/PULL-OUT ( ) TOTAL MOVE-OUT ( )**

**TO** : EXIT SECURITY GUARD (MADRIGAL GATE)  
**FROM** : ADMINISTRATION  
**RE** : GATE PASS CCODE: \_\_\_\_\_

	<u>LESSEE / TENANT</u>	<u>HOMEOWNER</u>
NAME :	_____	_____
ADDRESS :	_____	_____
SIGNATURE :	_____	_____
TEL. NO. :	_____	_____
MOVE – OUT DATE :	_____	_____

**SUBJECT HAS COMPLETED THE FOLLOWING:**

1. Obtained release from **HOMEOWNER** holding the Association free and without liability.

NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
TEL. NOS. : \_\_\_\_\_  
SIGNATURE : \_\_\_\_\_

2. Cleared with the Association of his/her accountabilities & obtained clearance from other units concerned:

• Finance – (Association Dues)	_____
• Security – (Surrender AAVA ID)	_____
• AAVA Barangay Community Library	_____
• Barangay Office – Narra St.	_____

**ADDITIONAL NOTES**

Get the forwarding address of tenant/homeowner:

NAME : \_\_\_\_\_ TEL. NO. \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

Homeowner’s representative present during move-out:

NAME : \_\_\_\_\_ TEL. NO. \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

**IMPORTANT:** This move-out check is being undertaken by the Association as an additional service to the homeowner. The Association does not guarantee nor assume any liability for any losses that may occur during this move-out. Association dues are permanent liens on property and is the ultimate responsibility of the homeowner.

**R E L E A S E**

I hereby release Ayala Alabang Village Association and its officers from any and all claims of whatever kind and nature in connection with my / my tenant’s moving-out of the Ayala Alabang Village.

I further hold AAVA and its officers free and without any and all liabilities arising wholly or partially or, directly from such move-out.

IN \_\_\_\_\_ WITNESS \_\_\_\_\_ WHEREOF, I have hereunder set my hand on this day of \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Homeowner**

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_



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**MOVE-OUT**

1. Written notice to the Association is required to be filed during office hours at least 24 hours before any owner / tenant decides to move-out. The same shall be done at least one day, prior to week-end or holiday.
2. No move-out of the pieces of furniture will be allowed unless the registered homeowner issues a written permit to the tenant, copy furnished the Association and in any case of a release, holding the Association free from any and all claims and liabilities.
3. **Pull-out** (as opposed to move-out) of furniture to be repaired or replaced outside the Village also requires the approval of the homeowner if the person doing the pull-out is a lessee / tenant.
4. All AAVA Association Dues must be settled by homeowner and / or tenant before gate pass will be given.
5. **Move-out** will be allowed within 7:00 A.M. to 9:00 P.M only.
6. Surrender of AAVA ID.
7. Clearance from Barangay Office.
8. Clearance from AAVA / Barangay / Community Library Office.

For your guidance and protection.

**NOTE: AFTER THIS FORM HAS BEEN COMPLETED, PLEASE RETURN IT TO AAVA OFFICE.**

**Village Manager**