



**AYALA ALABANG VILLAGE ASSOCIATION**  
 Neighborhood Center Narra St., Ayala Alabang Village Muntinlupa City  
 Tel. Nos.: 809-2282\*842-4411\*842-3732 \* admin@aava.com.ph \* www.aava.com.ph

**AAVA GATE PASS FOR MOVE-IN ( ) DELIVERY ( ) DATA UPDATE ( )**

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

	<b>PRINCIPAL LESSEE AUTHORIZED TO SIGN CONTRACT OF LEASE</b>	<b>HOMEOWNER</b>
NAME :	_____	_____
ADDRESS :	_____	_____
SIGNATURE :	_____	_____
CONTACT NO. :	_____	_____
MOVE-IN DATE :	_____	_____

**IMPORTANT:** The move-in check is being undertaken by the Association as an additional service to the homeowner. The Association makes no guarantee or assume any liability for any losses that may occur during move-in. Association dues are permanent lien on property and is the ultimate responsibility of the homeowner in all cases.

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

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

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

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

COMPANY NAME: \_\_\_\_\_ BUSINESS OF COMPANY: \_\_\_\_\_

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

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

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

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

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

**CHILDREN / DEPENDENTS/OTHERS:** (For non-Filipinos, attach photocopy of PASSPORT, showing picture & latest travel of each, including the Principal Lessee).

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

OTHERS (FOR FOREIGNER):  
 DATE OF ARRIVAL IN THE COUNTRY : \_\_\_\_\_ (PHOTOCOPY OF PASSPORT/VISA)

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

Contact No. : \_\_\_\_\_

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

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

Broker's License No. : \_\_\_\_\_ (Pls. attach photocopy of PRC ID)

Contact No. : \_\_\_\_\_

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

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

**UNDERTAKING**

We, hereby bind ourselves to comply with the rules and regulations of the Ayala Alabang Village Association and the applicable provisions of the Deed of Restrictions, including but not limited to our obligation to keep and maintain the exclusive use of the Property for single family, residential use. We consent to the inspection of the premises by AAVA/Barangay security upon sufficient notice and during reasonable hours. We recognize that any violation of this undertaking constitutes a ground for sanctions as may be imposed by the Association, including the immediate revocation of this move-in permit and the imposition of the corresponding fines and penalties as prescribed under Board Resolution No. 2018-08-02 and Board Resolution No. 2019-05-01, which read as follows:

- A penalty of One Thousand Pesos (P1, 000.00) per square meter of lot area and shall be imposed and become immediately due upon the issuance of the Notice of Violation (NV).
- An additional penalty of Ten Pesos (P10.00) per square meter of lot area per day, from the date of Notice of Violation (NV) shall be imposed until the lease contract has been cancelled or terminated and the premises leased under such contract had been vacated.
- Denial and cancellation of car Stickers / RFID that have been previously issued.

Tenants of this Contract of Lease subject of a Notice of Violation shall be permanently denied the privilege of renting houses in Ayala Alabang Village.

\_\_\_\_\_  
**Signature over Printed Name  
of Principal Lessee**

\_\_\_\_\_  
**Signature over Printed Name  
of Homeowner**

Verified by: _____ CERD Staff	Recommend Approval: _____ CFGC Group Head - CERD	Approved: _____ REJ Security Head	_____ Clinia F.G. Carandang OIC-Village Manager
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SRN 97-05-74. Reference Circular No. 97-74. July 19, 1999 (Revised June 9, 2014)

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

**TO PROTECT EFFECTIVELY THE INTEREST OF THE ASSOCIATION AND ITS REGISTERED LOT OWNERS / HOMEOWNERS, 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 to the Association by the registered lot owner.
2. In case of leases, a certified contract of lease is required to be submitted; otherwise, no move-in permit shall be issued. Lessees are required to register with the Association before occupying the leased premises. Lessees are required to apply for resident IDs and vehicle stickers at the AAVA office before move-in and jointly execute with the homeowner an undertaking, as required by existing AAVA rules and policies. Lessors are 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:**

- a. Lessees are not allowed to use the property for commercial use or as an extension of their business (dormitory, cafeteria, tutorial school, home-stay and other home-based commercial activities). Lessees are required to preserve the single-family, single dwelling residential nature of properties in the Village.
- b. New domestic helpers are required to undergo the Village orientation on security measures and garbage policies. They should secure a Village ID after said orientation and submission of NBI Clearance and Drug Test.

**STANDARD LEASE CONDITION THAT MUST BE ADOPTED BY LESSORS:**

*“The LESSOR reserves the right to enter and inspect the premises at reasonable times upon sufficient notice and during reasonable hours. The LESSEE shall also allow the Village Association, together with the Barangay, to inspect the property to ensure that the RESIDENTIAL-ONLY nature of the leased premises is preserved at all times.”*

3. Effective July 1, 2014, the Association will implement Board Resolution No. 2014-05-02, dated May 29, 2014, requiring all LESSEES renting or leasing a house in the Village to attend and undergo a Deed of Restriction (DOR) and SECURITY Briefing/Orientation before the issuance of move-in permit(s).
4. **CERTIFIED TRUE COPY** of the duly notarized **CONTRACT OF LEASE** (with the rental amount blocked out if necessary) should be filed with the Association. If the house is furnished, a list of the furnishing on a separate piece of paper must be submitted.
5. **In securing lease of houses and lots in the Village, all BROKERS shall undertake to inform and advise their client-lessees, and shall ensure that the contract of lease should indicate and provide, that all houses and lots in the Village are for residential use only, and not to be used for any criminal or illegal activity; and the said BROKERS shall certify to the Village that they have undertaken due diligence in determining that the lessee is of good moral character, and has committed and undertaken: a) to keep and maintain the residential-only nature of the house and lot said lessee is leasing; and, b) not to use the house and lot for criminal or illegal purpose. Further, the BROKERS shall undertake to submit themselves to such proper legal sanction or sanctions from the Village (including being blacklisted from dealing or acting as broker for lease of properties within the Village) in the event that their client- lessee should use the house and lot for criminal or illegal purpose or in violation of the single family, residential use requirement.**

**CONFORME:**

\_\_\_\_\_  
Signature over Printed Name of BROKER

\_\_\_\_\_  
Time/Date

6. **Move-in** will be allowed within 7:00 A.M. to 9:00 P.M only.

**REFERENCE PERSONS:**

- |                |   |       |          |       |
|----------------|---|-------|----------|-------|
| 1. NAME        | : | _____ | TEL. NO. | _____ |
| HOME ADDRESS   | : | _____ | TEL. NO. | _____ |
| OFFICE ADDRESS | : | _____ |          |       |
| 2. NAME        | : | _____ | TEL. NO. | _____ |
| HOME ADDRESS   | : | _____ | TEL. NO. | _____ |
| OFFICE ADDRESS | : | _____ | TEL. NO. | _____ |

For your guidance and protection.

**NOTE: PLEASE RETURN THIS FORM TO THE AAVA OFFICE AFTER IT HAS BEEN FULLY ACCOMPLISHED.**

**Clinia F. G. Carandang**  
**OIC-VILLAGE MANAGER**

**CONSENT CLAUSE**

The personal data obtained from this form is entered and stored within Ayala Alabang Village Association’s (AAVA or “we”) authorized information system and will only be accessed by AAVA’s duly authorized personnel. AAVA shall institute appropriate security measures to ensure protection of the data subjects’ personal data.

In general, we will need your explicit and unambiguous consent to enable us to process your request/s and transaction/s. Specifically, we may process your personal data for the following purposes:

- (1) to collect, use, process, share, and retain your information.
- (2) to create and maintain a responsible relationship and provide quality service. We collect information that allows us to accurately and efficiently manage your membership and perform the services that you receive from us;
- (3) to understand your needs and preferences. In order to ensure the HOA is offering programs and services that keep pace with your expectations from time to time, ask you to participate in surveys that help us to understand what you desire from the HOA to fit your lifestyle.
- (4) to meet legal and regulatory requirements. We are required to collect and use personal information to fulfill our contractual obligations to you, or our legal and regulatory obligations to the local and national government units including, but not limited to: provinces, cities, municipalities and barangays;
- (5) to retain adequate documentation of the information for three (3) years after end of each calendar year, subject to applicable laws and professional standards.

For more information on your rights as a data subject and how AAVA protects your information, you may visit AAVA’s Privacy Policy at [www.aava.com.ph](http://www.aava.com.ph).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

