





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

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

**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).

**CONFORMRE:**

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

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

\_\_\_\_\_  
 Signature over Printed Name of Broker

**REFERENCE PERSONS:**

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

For your guidance and protection.

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

**VILLAGE MANAGER**



## **CHECKLIST FOR MOVE-IN**

### **REF: BOARD RESOLUTION NO. 2016-05-01**

(Prior to the “move-in” of the Lessee to the leased property, the BROKER or LANDLORD must comply and submit to the AAVA CERD (Community and External Relations Department) the following:

- 1) Duly accomplished MOVE-IN application form (signed by landlord, broker & lessee).
- 2) CERTIFIED TRUE COPY of Contract of Lease (CoL), not the photo-copy or by email;
- 3) Photocopy of Alien Certificate of Registration (ACR/AEP), passport and latest travel of the Lessees;
- 4) Photocopy of Broker’s PRC ID w/ accreditation;
- 5) Application for AAVA ID & Vehicle Sticker; processing of move-in is two (2) days.
- 6) In case of a Single Family please submit a copy of CONSULARIZED CERTIFICATE as proof of relationship of family members.
- 7) Photocopy of Business Permit & DTI, if lessee is employed or owner on a foreign company.
- 8) Lessee’s transfer fee of P10,000 (cash payment only) Board Resolution No.2020-06-03
- 9) Broker/Lessor must attend the Deed Restrictions (DR) & Security Interview to be scheduled by CERD personnel.