



**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 PARTIAL/PULL-OUT ( ) TOTAL MOVE-OUT ( ) TRANSFER WITH IN THE VILLAGE ( )

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

	<u>LESSEE</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 fully paid)	Joel Arañez
Security – (Surrender AAVA ID / Citation Ticket OR) - (Stickers removed from vehicles)	
Barangay Office – Banaba St. (No case filed)	
Toll Fee – (Paid all vehicle for pull-out items)	

3. Submit copies of last bills payment from **MAYNILAD / MERALCO / PLDT / CABLE SERVICES.**

**ADDITIONAL NOTES**

Get the forwarding address of lessee/homeowner:

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

Homeowner’s representative present during move-out:

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

**IMPORTANT:** This move-out / pull-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 / pull-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 / pull-out.

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

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

**WITNESSES:**

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



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Tel. Nos.: 809-2282\*842-4411\*842-3732\*Fax No. 842-5203 \* [www.aava.com.ph](http://www.aava.com.ph)

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

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**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-OUT**

1. Written notice should be filed to the Association during office hours at least 3 working days before any owner / tenant decides to move-out / pull-out.
2. No move-out / pull-out / transfer of the pieces of furniture and / or personal belongings 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. Clearances required:  
 AAVA – Association Dues fully paid  
               Stickers removed from vehicles  
               IDs returned  
 Barangay Office – no cases filed  
 Maynilad / Meralco / PLDT / Cable Services – provide AAVA with copy each of last bills paid.
4. Actual **move-out** of the Village will be allowed within **7:00 A.M. to 9:00 P.M.** only, Monday to Sunday, & on holidays.

For your guidance and protection.

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

**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