



**AYALA ALABANG VILLAGE ASSOCIATION**  
 Neighborhood Center Narra St., Ayala Alabang Village Muntinlupa City  
 Tel. Nos.: 809-2282\*842-4411\*842-3732\*Fax No. 842-5203 \* www.aava.com.ph

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

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

**PRINCIPAL LESSEE AUTHORIZED  
TO SIGN CONTRACT OF LEASE**

**HOMEOWNER**

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: \_\_\_\_\_ 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.	_____	_____	_____	_____

**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/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**

I, hereby bind myself to comply with the rules and regulations of the Ayala Alabang Village Association and the applicable provisions of the Deed of Restrictions, including herein my commitment to keep and maintain the residential-only nature of the Property. I consent to the inspection of the premises by AAVA/Barangay security upon sufficient notice and during reasonable hours. I recognize that any violation of this undertaking constitutes a ground for sanctions as may be imposed by the Association.

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

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

Verified by: _____ CERD Staff	Recommend Approval: <b>JRV</b> CERD Head	Approved: <b>REJ</b> Security Head	<b>Zake R. Maribbay</b> OIC/Acting 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 by registered lot owner with the Association. Lessee is required to apply for resident IDs and vehicle stickers at the AAVA office before move-in.
2. In case of leases, lessees 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:**

- a. Lessees are advised not 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 encouraged 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 the 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. Should the Lessees be unable to attend the briefing for one reason or another, he or she should allow AAVA representative/s to conduct special briefing at the leased site within fifteen (15) days after move-in.
4. **CERTIFIED TRUE COPY** 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.
5. In their 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, not for 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 in the event that their client- lessee should use the house and lot for criminal or illegal purpose.

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.

For your guidance and protection.

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

**ZAKE R. MARIBBAY**  
**OIC/Acting Village Manager**