



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 PARTIAL/PULL-OUT () TOTAL MOVE-OUT ()

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)	
Security – (Surrender AAVA ID) - (stickers removed from vehicles)	
Barangay Office – Narra St. (no case filed)	

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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SRN 97-05-74 . Reference Circular No. 97-74 . July 19, 1999 (Revised May 17, 2012)

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

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 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.

ZAKE R. MARIBBAY
OIC/Acting Village Manager