



Control No.:

**MOVE-OUT CLEARANCE FOR TENANT/S**

To : **PROPERTY MANAGEMENT OFFICE**  
 Date of Application : \_\_\_\_\_

**TO BE ACCOMPLISHED IN 3 COPIES - REQUESTOR (White copy) / SECURITY (Yellow Copy) / PROPERTY MANAGEMENT OFFICE (Blue Copy)**

This is to formally inform you that Mr./Ms./Company Name \_\_\_\_\_  
 shall be moving out of Unit (Tower \_\_\_\_, Unit \_\_\_\_\_) on \_\_\_\_\_, 20\_\_.

UTILITIES	METER READING	DATE TAKEN
WATER (Included in the owners monthly Statement of Account)		
ELECTRICITY (Billed directly by Utility Provider)		

**IMPORTANT:**  
 1. All unpaid accountabilities of the tenant including penalties & other charges shall be for the account of the Unit Owner.  
 2. Move-out form, requirements, and gate pass should be accomplished at least 2 weeks prior to actual move-out.  
 3. Move-out Forms and Gate Pass may only be signed during office hours.

<b>Requested by:</b>	<b>Approved by:</b>	<b>Additional instructions by the unit owner, if any:</b>
<b>TENANT</b>	<b>UNIT OWNER</b>	
<b>Printed Name and Signature</b>		

**List of requirements prior to move-out ( to be checked by PMO)**

- Condominium / Parking Dues
- Water
- Violation Ticket
- Amenity/ies Use
- Others. Please Specify: \_\_\_\_\_

PLEASE AFFIX YOUR SIGNATURE OVER PRINTED NAME ON THE CORRESPONDING SPACE PROVIDED BELOW:

<b>Noted by:</b>	<b>Approved by:</b>	<b>Safety &amp; Security Monitoring by:</b>	
<b>PAYMENT CENTER</b>	<b>CHIEF/PROPERTY ENGINEER</b>	<b>PROPERTY MANAGER</b>	<b>SECURITY-OIC</b>