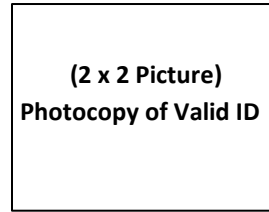




RFID

RESIDENT ID APPLICATION FORM



Application Date (MM/DD/YYYY): _____

Please check resident type below: (check one (1) item only)

- REGISTERED OWNER
 AUTHORIZED REPRESENTATIVE w/ S.P.A.
 TENANT
 IMMEDIATE FAMILY MEMBER
 EMPLOYEE (Helper/Driver/Nanny/ Bodyguard)
 OTHERS (specify): _____

PLEASE FILL-UP ALL INFORMATION BELOW:

UNIT INFORMATION			
<input type="checkbox"/> Tower 1 <input type="checkbox"/> Tower 2	Unit Number: _____	If TENANT , Leasing Start Date (MM/DD/YYYY): _____	If TENANT , Leasing End Date (MM/DD/YYYY): _____
PERSONAL INFORMATION			
Last Name: _____		First Name: _____ Middle Name: _____	
Primary Contact Number: _____	Secondary Contact Number: _____	Email Address: _____	
Citizenship: <input type="checkbox"/> PH Others: _____	Date of Birth (MM/DD/YYYY): _____	Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced/Widow(er)	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Person to Notify in Case of Emergency: _____		Contact Number: _____	Email Address: _____

I hereby confirm that all information stated herein is true and correct and I have read the **RESIDENT ID GUIDELINES** on the next page. I agree that my failure to present the claim slip together with my Official Receipt (O.R.) to the Property Management Office during the ID distribution shall merit **forfeiture** of my application and payment made, hence, I need to re-apply.

SIGNATURE OVER PRINTED NAME

NOTE: All information stated herein shall be kept confidential by the Condominium Corp. and the Property Management Office.

TO BE FILLED-UP BY PMO:

O.R. Number: _____ (ID Fee – PhP 150.00) Verified by: _____ Date: _____

=====

CLAIM SLIP - RESIDENT ID APPLICATION

Name: _____ Tower: _____ Unit Number: _____

Application Date: _____ O.R. Number: _____ (ID Fee – PhP 150.00)

PLEASE KEEP THIS CLAIM SLIP AND DO NOT MISPLACE. Present this to the PMO staff during the scheduled dates of photoshoot and ID distribution. Failure to present this slip together with the O.R. shall merit forfeiture of your Resident I.D. application and payment made.



RFID





RESIDENT ID APPLICATION

RESIDENT ID GUIDLINES

1. All residents – owners, tenants and their respective employees shall register to the Property Management Office (PMO) to apply for issuance of a Resident ID and shall pay a minimal fee of **One Hundred Fifty Pesos (PhP 150.00)** for Resident ID and **One Hundred Pesos (PhP 100.00)** for temporary ID.
2. Registered owner's Resident ID shall have a validity of **one (1) year** and would be required to update their contact information. Updating of card has **NO** fee.
3. Upon issuance of Resident ID, this shall serve as identification of the resident who shall be solely responsible for its safekeeping. The Resident ID shall **NOT** be transferable. Users are not allowed to hand over their Resident ID, either to sell it or allow it to be used by third persons. It shall be their responsibility for the proper use of the same; otherwise, they shall be liable for the unauthorized use thereof.
4. The Resident ID shall be limited to the exclusive use of the owner inside the property and shall not be considered a valid ID to enter other properties or to represent Sun Residences for personal purposes.
5. Resident ID shall be used by the residents upon entry and exit of the property. This shall also be shown when accessing the property amenities.
6. The Resident ID shall be surrendered once his/her unit is sold or the tenant vacates the unit. PMO will not issue a Resident ID to the new owner until the previous owner surrenders his/her Resident ID.
7. Tenants' Resident ID shall have a validity of **one (1) year** or depending on their contract of lease period (minimum of 6 months). They must advise the PMO once their contract is about to end and surrender their Resident ID before moving out. Failure to do so shall be considered a violation; a penalty of **One Thousand Pesos (PhP 1,000.00)** shall be chargeable to the unit owner and/or tenant.
8. In case of loss of Resident ID, the same shall be reported to the PMO or security officer within 24 hours. An affidavit of loss shall be executed before a request for re-application for issuance of new Resident ID may be considered. Replacement card shall be charged with **Three Hundred Pesos (Php 300)** VAT inclusive for **UNIT OWNERS** and **Six Hundred Pesos (Php 600)** VAT inclusive for **TENANTS**.
9. Residents with ID shall use the door with RFID reader to access the property while residents without the ID shall present their ID claim slip to the security to gain access to the building.
10. When using the swimming pool amenity, Residents with ID shall use the door with RFID reader while residents without the ID shall secure the **Swimming Pool Registration Form** at the PMO to be presented to the amenity security and/or pool attendant to gain access.



RFID



RFID

Property Managed by:
GREENMIST
PROPERTY MANAGEMENT CORP.