



## **MOVE-OUT PROCEDURES & REQUIREMENTS**

*(Must submit a day before Move-out)*

### **Step 1: SECURE FROM THE ADMIN OFFICE and ACCOMPLISH THE FOLLOWING:**

*(Low Rise: Section Callery, Basement 1)*

*(High Rise: Section Meranti, Basement 1)*

- Move out Form
- Request water and electricity reading at Low Rise Admin Office (8252-5063)
- Request water and electricity reading at High Rise Admin Office (8256-2534)

### **Step 2: SETTLE AT THE PAYMENT CENTER (8256-2971)**

*(Veranda Lobby, 2nd Floor)*

- Water & Electricity
- Association Dues

### **Step 3: SUBMIT TO THE ADMIN OFFICE**

*(Low Rise: Section Callery, Basement 1)*

*(High Rise: Section Meranti, Basement 1)*

- The filled-up Move-Out Application Form
- Utility Reading (Water & Electricity)
- Receipt of the Utility Payment
- Issued Resident's ID
- Issued Car Sticker

### **Other Requirements:**

- For early move-out:
  - Termination letter signed by lessor and lessee

*(Admin Assistant will check all the documents and approved by the Property Manager)*





**NOTICE OF MOVE-OUT**

Date: \_\_\_\_\_

To: **Property Manager**  
Serendra Condominium Corporation  
(Two Serendra District)

Dear Sir/Ma'am,

I would like to inform you that our Lessee/Occupant, \_\_\_\_\_, of Unit, \_\_\_\_\_ is/are moving out on \_\_\_\_\_ . We have also complied with the following requirements prior to this move out:

*( ) Surrender RFID Card & Car Sticker*

We are aware and will inform the same to our Lessee the existing Rules and Regulations on the **Moving-in and out between 8:00 AM to 5:00 PM, Mondays to Fridays, and 8:00 AM to 12:00 NN on Saturdays (except Sundays & Holidays)**

In addition, please be advised that the bearer, Mr. / Ms. \_\_\_\_\_ is hereby authorized to bring out item/s from the unit mentioned above.

QUANTITY	DESCRIPTION OF ITEMS	REMARKS

*\*Kindly use the back page for other items.*

Thank you!

Sincerely,

\_\_\_\_\_  
**Unit Owner/Authorized Representative**  
**Print Name, Sign, & Date**

\_\_\_\_\_  
**Contact Number**

\_\_\_\_\_  
**Email Address**

To be accomplished by the Administration

- a. Witnessed the readings of:
  - ( ) Water : \_\_\_\_\_
  - ( ) Electricity : \_\_\_\_\_
- b. Others: ( ) Car Stickers ( ) RFID Card

Checked by:

\_\_\_\_\_  
**Property Manager**

To be accomplished by the Security Department

Checklist:

- ( ) Items to bring out (refer table above)
- ( ) With signature from the Administration Office

Moved In Witnessed by:

\_\_\_\_\_  
**Security Officer-In-Charge**

\_\_\_\_\_  
**Gate**

\_\_\_\_\_  
**Date/Time**

