



MOVE-OUT PROCEDURES & REQUIREMENTS

(Must submit a day before Move-out)

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

(Section Callery, Basement 1)

- Move out Form
- Request water & electricity reading at Administration Office | (02) 8252-5063

Step 2: SETTLE AT THE PAYMENT CENTER

(Veranda Lobby, 2nd Floor)

- Water Reading
- Association Dues
- Electricity Reading

Step 3: SUBMIT TO THE ADMIN OFFICE

(Section Callery, 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

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

CONTACT NO: (02) 8252-5063

EMAIL: lowriseadmin@twoserendraofficial.com



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 Lesse/Occupant, _____, of Unit, _____ is/are moving out on _____. We have also complied with the following requirements prior to this move out:

- Move out Clearance from the Accounting Department
- RFID Card & Car Sticker

We are aware and will inform the same to our Lesse 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,

	Contact Number	Email Address
Unit Owner/Authorized Representative Print Name, Sign, & Date		

- 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:

	Gate	Date/Time
Security Officer-In-Charge		