

ONE TAFT RESIDENCES

AUTHORITY TO MOVE-IN

This is to authorize my tenant, Mr./Ms. _____ with TIN: _____ to occupy Unit / Parking Lot No. _____. The tenant has been informed and furnished a copy of the Condominium's House Rules and Regulations and commits to abide with its provisions. I am attaching herewith a copy of the notarized Lease Contract entered between myself and the tenant for your perusal.

Effective _____, please send all statements of account to the unit occupied by the tenant. Any unpaid account of tenant shall be subject to Section II of the House Rules and Regulations. Billing shall include: *[Please mark check (/) if the bill will be charged to tenant.]*

association dues water consumption electric consumption

Please check if Tenant is: Engaged in Business
 Not Engaged in Business

I understand that the Association shall not be held liable for any and all items that may be moved out from the unit unless a written notice is received from me.

Unit/Owner (please print name and sign) _____

_____ Date

Address and telephone no. _____

Conforme: _____

Tenant (please print name and sign) _____

Tenant Information:
 Home Address: _____

Telephone No. _____

Email Address _____

Emergency Contacts:

Name : _____

Relationship: _____

Tel. Number: _____

Email Add : _____

Date	
Status of Payment	
MA : _____	RET: _____
A.D.: _____	H2O: _____
<i>(account must be updated; including current bills)</i>	
Approved by:	
_____ Admin	_____ Date

Water Meter Reading : As of _____ : _____
 As of _____ : _____

OR/PR# _____ Amount :P _____

Number of occupants Adult: _____ Minor: _____

Processed by: _____

(Please attach photocopy of GOVERNMENT ISSUED ID of tenant & co-occupant/s with signature; ACR/Certificate of Immigration-FOR FOREIGNER)

Date : _____

To : Guard-on- Duty
One Taft Residences

This is to authorize Mr./Ms. _____ to move-in at Unit / Parking Lot _____.

Approved by Administration

ONE TAFT RESIDENCES

CHECKLIST FOR TENANTS

NAME OF TENANT: _____ Move-in Date: _____
Unit No/s _____ Type of Unit: [Aux] [Studio] [1BR] [2BR]
Parking Slot _____ Vehicle/s _____
Number of Occupants: Adults _____ Minors _____

As a new tenant of our building, please be informed of your responsibility to comply with the House Rules and Regulations (HRR) of One Taft Residences, a copy of which is supposed to be provided to you by your lessor. To serve as your easy guidelines, below are excerpts from said HRR which are aimed to keep our building safe, orderly, clean and sanitary:

Garbage and Trash [HRR Section 6.3]

- ✓Door-to-door collection of garbage shall be conducted by the housekeeping personnel twice a day. Only household garbage contained in sealed plastic garbage bags shall be collected.
- ✓Outside the collection schedule, residents must bring their garbage directly to the depository located at the Ground Floor at the back of the building. All such garbage must be inside dry and tightly-sealed trash bag/s. Due care and diligence must be exercised in transporting trash so that littering and offensive odor will be avoided.
- ✓Do not leave any garbage along the hallways, stairways and other common areas.
- ✓**Do not throw anything from your balconies/windows.** In particular, please refrain from spitting, throwing cigarette butts, spilling any liquid materials, etc. from your balconies. The same may cause fire, injury, damage and inconveniences to other occupants.
- ✓Construction debris and discarded furniture/appliances must be disposed outside the building.
- ✓Instant penalty of ₱ 500.00 shall be imposed for every incident which is in violation of the above rules.

2.Noise/Offensive Odor [HRR Section 6.1]

- ✓Occupants should refrain from making excessive and unnecessary noise and offensive odor. The main door of the unit must be kept closed at all times in order to confine noise/odor within the unit.

3.Pet/s [HRR Section 3.5]

- ✓Only one (1) domesticated small breed pet, that is toilet-trained and properly vaccinated, may be kept in any residential unit. Small breed dogs include poodle, shihtzu, pugs, pomeranian, boston terrier, dachshund, maltese, yorkshire terrier, chihuahua and the like. All occupants must register their pets with the Administration and must periodically submit their vaccination records.
- ✓The pet owner shall be responsible for cleaning the dirt and repairing/settling any damage/injury caused by his pet.
- ✓The pets must be carried or inside pet carriers whenever they are transported thru the elevators/hallways.

4.Use of Balcony [HRR Sections 3.1E & 5.7]

- ✓The balcony of the unit must not be used as kitchen, sleeping area, laundry area, drying area, grilling/smoking area/pet area, kitchen or storage space. The area must be kept free from dirt and debris to prevent clogging of the balcony drainage.
- ✓Do not hang any laundry at the balcony area nor place shoes, mattress, rugs and other items on the ledges in order to maintain the aesthetic integrity of the building.

5.Use/Maintenance of Unit/Kitchen/Toilets [HRR Section 5]

- ✓Effective pest control treatment must be regularly undertaken in the unit.
- ✓Do not throw/flush sanitary napkins, sachets and other plastic or thick paper materials into the toilet bowls. The same may cause heavy clogging and backflowing of waste water into your unit.
- ✓Do not dispose grease, used cooking oil and food left-over into your kitchen sink. The kitchen grease trap must be properly cleaned and maintained regularly.
- ✓Do not dispose paint and other strong chemicals into the drains.
- ✓Always check/monitor all plumbing fixtures for leaks or continuous flushing to avoid water wastage. Any such wastage shall be for the account of the occupant.

6.Use of Building Facilities

- ✓Please register with the lobby guard prior to the use of gymnasium and swimming pool facilities.
- ✓Observe proper use of our elevator facilities at all times.
- ✓Do not tamper with any of the building's fire protection devices, such as fire alarms, sprinkler heads, smoke detectors and fire hose/extinguishers.

7.Pull-Out/ Move out

- ✓Prior written clearance must be secured from the registered unit owner prior to pull-out or move-out of any large/valuable items from the unit. The same must be presented and processed at the Administration office at least one (1) day before.

8.Payment of Dues and Water Bills

- ✓The due date of payment of monthly dues/bills is **every 15th of the month**. Please pay on or before the due date to avoid penalties. Disconnection of water service shall be effected on units whose accounts are overdue for two (2) months or more.

I hereby certify that I have read and understood the above and that I agree and undertake to comply with **all** the provisions in the House Rules and Regulations of One Taft Residences including the imposition of penalties for violations thereof.

(Please print name and sign)
UNIT TENANT

(Please print name and sign)
UNIT OWNER
[witness]

