AYALA ALABANG VILLAGE ASSOCIATION

Neighborhood Center Narra St., Ayala Alabang Village Muntinlupa City
Tel. Nos.: 809-2282*842-4411*842-3732 * admin@aava.com.ph * www.aava.com.ph

AAVA GATE PASS FOR MOVE-IN ( ) DELIVERY ( ) TRANSFER WITH IN THE VILLAGE ( ) DATA UPDATE ( )

TO : ENTRY SECURITY GUARD (MADRIGAL GATE) **CCODE: _____**
RE : GATE PASS

PRINCIPAL LESSEE

NAME : _____
First Name Middle Last Name
PROPERTY ADDRESS: _____
ANTICIPATED MOVE-IN DATE: _____
CONTACT NO. : _____ EMAIL ADDRESS: _____
BIRTH DATE : _____BIRTH PLACE: _____
SEX : _____ CIVIL STATUS: _____ NATIONALITY: _____
COMPANY NAME : _____ NATURE OF BUSINESS: _____
POSITION : _____ NO. OF YEARS IN THE COMPANY: _____
COMPANY ADDRESS: _____
PREVIOUS ADDRESS: _____
NO. OF YEARS IN LAST ADDRESS: _____
NAME OF SPOUSE: _____ CONTACT NO.: _____

NAME OF PERSON'S WHO WILL OCCUPY THE PROPERTY:
CHILDREN / DEPENDENTS/OTHERS:

	NAME	AGE	SEX	RELATIONSHIP
1.				
2.				
3.				
4.				
5.				

FOR FOREIGN NATIONALS:
DATE OF ARRIVAL IN THE COUNTRY : _____

Subject lessee is required to submit the following updated original documents to proceed the move-in process, to wit;

a. Foreign government – issued passport (with validity of at least 1 year)
b. Alien Certificate of Registration Identity Card (ACR I-Card), the expiry date of the ACR I-Card should be more than one year from the booking date.
c. SEC/DTI
d. Business Registration (with Mayor's Permit)

NOTE: All submitting original copies of documents has to be scanned copy at AAVA Office in lieu of filling up of forms.
CHILDREN / DEPENDENTS/OTHERS: (For non-Filipinos, attach photocopy of PASSPORT, showing picture & latest travel of each, including the Principal Lessee).

Name of Lessor : _____
Contact No. : _____
Address : _____
Broker's full name : _____
Broker's License No. : _____ (Pls. attach photocopy of AAVA's Broker ID)
Contact No. : _____
Address : _____

IMPORTANT: The move-in check is being undertaken by the Association as an additional service to the homeowner. The Association makes no guarantee or assume any liability for any losses that may occur during move-in. Association dues are permanent lien on property and is the ultimate responsibility of the homeowner in all cases.

UNDERTAKING

We, hereby bind ourselves to comply with the rules and regulations of the Ayala Alabang Village Association for the imposition of a Transfer Fee of **Php10,000.00** for sale and/or transfer of ownership of the property and **Php10,000.00** to be paid by the lessee, initial leasing out of properties, and subsequent change in tenants of leased properties under **Board Resolution No. 2020-06-03**.

Provisions of the Deed of Restrictions, including but not limited to our obligation to keep and maintain the exclusive use of the Property for single family, residential use. We consent to the inspection of the premises by AAVA/Barangay security upon sufficient notice and during reasonable hours. We recognize that any violation of this undertaking constitutes a ground for sanctions as may be imposed by the Association, including the immediate revocation of this move-in permit and the imposition of the corresponding fines and penalties as prescribed under **Board Resolution No. 2018-08-02** and **Board Resolution No. 2019-05-04**, which read as follows:

- A penalty of **One Thousand Pesos (P1, 000.00)** per square meter of lot area and shall be imposed and become immediately due upon the issuance of the Notice of Violation (NV).
- An additional penalty of **Ten Pesos (P10.00)** per square meter of lot area per day, from the date of Notice of Violation (NV) shall be imposed until the lease contract has been cancelled or terminated and the premises leased under such contract had been vacated.
- Denial and cancellation of car Stickers / RFID that have been previously issued.

Tenants of this Contract of Lease subject of a Notice of Violation shall be permanently denied the privilege of renting houses in Ayala Alabang Village.

_____ _____
Signature over Printed Name of Principal Lessee **Signature over-Printed Name of Homeowner**

_____
Signature over-Printed Name of Broker

Verified by:	Recommending Approval:			Approved:
CERD Staff	Head – CRM	Head - CERD	Security - Head	Village Manager

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SRN 97-05-74. Reference Circular No. 97-74. July 19, 1999 (Revised June 9, 2014)

TO : ALL AYALA ALABANG VILLAGE HOMEOWNERS/LESSEES
FROM : VILLAGE MANAGER
RE : AAVA RULES ON MOVE-IN

TO PROTECT EFFECTIVELY THE INTEREST OF THE ASSOCIATION AND ITS REGISTERED LOT OWNERS / HOMEOWNERS, AYALA ALABANG VILLAGE ASSOCIATION PROMULGATES THE FOLLOWING REVISED RULES ON ABOVE SUBJECT, EFFECTIVE IMMEDIATELY.

MOVE – IN

1. No move-in will be allowed without prior notice to the Association by the registered lot owner.
2. In case of leases, a certified contract of lease is required to be submitted; otherwise, no move-in permit shall be issued. Lessees are required to register with the Association before occupying the leased premises. Lessees are required to apply for resident IDs and vehicle stickers at the AAVA office before move-in and jointly execute with the homeowner an undertaking, as required by existing AAVA rules and policies. Lessors are required to provide AAVA with official representative's telephone number and address to enable the Association to get in touch with them whenever necessary.

   NOTE:

   a. Lessees are not allowed to use the property for commercial use or as an extension of their business (dormitory, cafeteria, tutorial school, home-stay and other home-based commercial activities). Lessees are required to preserve the single-family, single dwelling residential nature of properties in the Village.

   b. New domestic helpers are required to undergo the Village orientation on security measures and garbage policies. They should secure a Village ID after said orientation and submission of NBI Clearance and Drug Test.

   STANDARD LEASE CONDITION THAT MUST BE ADOPTED BY LESSORS:

   "The LESSOR reserves the right to enter and inspect the premises at reasonable times upon sufficient notice and during reasonable hours. The LESSEE shall also allow the Village Association, together with the Barangay, to inspect the property to ensure that the RESIDENTIAL-ONLY nature of the leased premises is preserved at all times."
3. Effective July 1, 2014, the Association will implement Board Resolution No. 2014-05-02, dated May 29, 2014, requiring all LESSEES renting or leasing a house in the Village **to attend and undergo a Deed of Restriction (DOR) and SECURITY Briefing/Orientation** before the issuance of move-in permit(s).
4. **CERTIFIED TRUE COPY** of the duly notarized **CONTRACT OF LEASE** (with the rental amount blocked out if necessary) should be filed with the Association. If the house is furnished, a list of the furnishing on a separate piece of paper must be submitted.
5. **In securing lease of houses and lots in the Village, all BROKERS shall undertake to inform and advise their client-lessees, and shall ensure that the contract of lease should indicate and provide, that all houses and lots in the Village are for residential use only, and not to be used for any criminal or illegal activity; and the said BROKERS shall certify to the Village that they have undertaken due diligence in determining that the lessee is of good moral character, and has committed and undertaken: a) to keep and maintain the residential-only nature of the house and lot said lessee is leasing; and, b) not to use the house and lot for criminal or illegal purpose. Further, the BROKERS shall undertake to submit themselves to such proper legal sanction or sanctions from the Village (including being blacklisted from dealing or acting as broker for lease of properties within the Village) in the event that their client-lessee should use the house and lot for criminal or illegal purpose or in violation of the single family, residential use requirement.**
6. **Move-in** will be allowed within 7:00 A.M. to 9:00 P.M only.

CONSENT CLAUSE

The personal data obtained from this form is entered and stored within Ayala Alabang Village Association's (AAVA or "we") authorized information system and will only be accessed by AAVA's duly authorized personnel. AAVA shall institute appropriate security measures to ensure protection of the data subjects' personal data.
In general, we will need your explicit and unambiguous consent to enable us to process your request/s and transaction/s. Specifically, we may process your personal data for the following purposes:

(1) to collect, use, process, share, and retain your information.
(2) to create and maintain a responsible relationship and provide quality service. We collect information that allows us to accurately and efficiently manage your membership and perform the services that you receive from us;
(3) to understand your needs and preferences. In order to ensure the HOA is offering programs and services that keep pace with your expectations from time to time, ask you to participate in surveys that help us to understand what you desire from the HOA to fit your lifestyle.
(4) to meet legal and regulatory requirements. We are required to collect and use personal information to fulfill our contractual obligations to you, or our legal and regulatory obligations to the local and national government units including, but not limited to: provinces, cities, municipalities and barangays;
(5) to retain adequate documentation of the information for three (3) years after end of each calendar year, subject to applicable laws and professional standards.

For more information on your rights as a data subject and how AAVA protects your information, you may visit AAVA's Privacy Policy at *www.aava.com.ph*.

CONFORMRE:

_____	_____	_____
Signature over Printed Name of Homeowner	**Signature over Printed Name of Lessee**	**Signature over Printed Name of Broker**

REFERENCE PERSONS:

1. NAME : _____
   HOME ADDRESS : _____ TEL. NO. _____
   OFFICE ADDRESS : _____ TEL. NO. _____
2. NAME : _____
   HOME ADDRESS : _____ TEL. NO. _____
   OFFICE ADDRESS : _____ TEL. NO. _____

For your guidance and protection.

NOTE: PLEASE RETURN THIS FORM TO THE AAVA OFFICE AFTER IT HAS BEEN FULLY ACCOMPLISHED.

VILLAGE MANAGER

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____, _____ (insert nationality), of legal age, and with address at _____, after having been duly sworn in accordance with law, state:

1. I am the Lessee / authorized representative of the Lessee of _____ [insert address] (the "Property").

2. The Lessor of the Property is _____ [insert name of Lessor].

3. As Lessee, I bind myself and/or the person or entity I represent to comply, under pain of applicable penalties, with the rules and regulations of the Ayala Alabang Village Association (AAVA), including the Deed of Restrictions and the By-Laws and applicable to all homeowners and residents.

4. I and/or the person or entity I represent recognize that the use and occupation of the Property is governed by the Deed of Restrictions and rules and regulations of AAVA.

5. I and/or the person or entity I represent shall also ensure that my co-lessees or residents in the Property will observe the same rules and regulations mentioned in the foregoing paragraphs.

6. As Lessee, I and/or the person or entity I represent undertake to comply that the Property shall only be used as a residential house by one person, one family, or by related individuals and shall not be used as staff housing, Air BnB or other short-time use, commissary, kitchen, cyber-gambling den, or for any illegal activities, including drug use, sale, or possession, prostitution, and other criminal activities, or any other use that violates AAVA rules and regulations.

7. I and/or the person or entity I represent recognize that AAVA security or other officers or personnel may inspect the Property at any time to ensure compliance with rules and regulations. I undertake to allow entry of such AAVA security, officers, or personnel to conduct the inspection.

8. Upon a reasonable basis, AAVA may designate a security guard to monitor the activities in the Property for purposes of confirming or verifying any alleged violation.

9. I and/or the person or entity I represent also acknowledge that violations of rules and regulations may result in the imposition of the fines and penalties.

10. Only the following persons shall be authorized to stay in the Property (please list down names of dependent and relationship:

	(**NAME OF DEPENDENT**)	(**RELATIONSHIP**)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

11. I undertake to inform the Lessor and AAVA should additional persons be allowed to reside in the Property.

12. I and/or the person or entity I represent agree that should a violation of any of the foregoing undertakings be proven and established, the Lessor shall have the right to immediately terminate upon notice the lease and the advance rent or deposit, if any, may be applied or forfeited by the Lessor for any damage that the Lessor has suffered because of the violation.

13. I and/or the person or entity I represent confirm that I have the competence and authority to execute this Affidavit of Undertaking on behalf of the Lessee.

14. I have read and understood this Affidavit of Undertaking and confirm that I have executed it voluntarily.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____ in _____ City, Philippines.

_____
Affiant (Lessee)

SUBSCRIBED AND SWORN before me this ____ day of _____ 20___ by _____who exhibited to me his _____ issued on _____ at _____.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of ____.

Noted and accepted by:

_____
(Name and Signature)
Lessor / Lessor's authorized representative
Date:

CHECKLIST FOR MOVE-IN
REF: BOARD RESOLUTION NO. 2016-05-01

(Prior to the "move-in" of the Lessee to the leased property, the BROKER or LANDLORD must comply and submit to the AAVA CERD (Community and External Relations Department) the following:

__1. Duly accomplished updated MOVE-IN application form (signed by landlord, broker & lessee);
Application for AAVA ID, Barangay ID & Vehicle Sticker will be right after the interview.
__2. Original/copy of Duly notarized Contract of Lease (CoL).
__3. Bring the original Passport and latest travel of the foreign Lessees & their dependents.
__4. Bring the original Alien Certificate of Registration (ACR)/ Alien Employment Permit (AEP)/ Special Resident Retiree's Visa (SRRV) for foreign lessees.
__5. Bring the original any government issued IDs like Driver's License, etc, for local lessees.
__6. NBI Clearance for foreign & local lessees. TIN ID. Both Spouses if married or partner.
__7. Photocopy of Lessor's any valid IDs, AAVA's Broker's ID.
__8. In case of a Single Family please submit a copy of CONSULARIZED CERTIFICATE if the document is in a language other than in English as proof of relationship of of family members like Marriage Contract, Birth Cert, etc.
__9. Duly notarized Affidavit of Undertaking for Lessor & Lessee
__10. Personal Barangay Clearance from previous residence.
__11. Lessor, Broker & Lessee must attend the (DR) Deed Restrictions & Security Interview every Tuesday starting at 2pm to be scheduled by CERD Personnel. Please submit your complete requirements before your scheduled interview. Deadline of submission is every Friday.

Additional requirements:

IF LESSEE IS INVESTOR:

__12. Bring the original Business Permit, Barangay Clearance of Business, SEC, GIS & DTI.

IF LESSEE IS EMPLOYED:

__13. Certificate of Employment (COE) & Company ID.

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AYALA ALABANG VILLAGE ASSOCIATION

AAVA NEWS

VILLAGE UPDATES, ALL IN ONE PLACE



IN THIS ISSUE

- *AAVA Office Closed on May 1; Invitation to Bid*
- *Intruder Caught After Attempted Assualt on Resident*
- *Security Responds Swiftly to Meralco Post Fire*
- *San Juanico Swimming Pool New Rules*
- *Marksmanship Training at BuCor Firing Range*
- *Guidelines for Construction Workers*

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Join the **AAVA Cares Viber Channel**.

Missed the previous issues of AAVA News?

Access our eLibrary here: **bit.ly/AAVANewsLibrary**

AAVA Tightens Tenant Screening Procedures to Boost Security

Ayala Alabang Village Association (AAVA) has rolled out stricter screening procedures for incoming tenants to beef up security in the community.

The new guidelines require foreign tenants to present original copies of their Alien Certificate of Registration (ACR), Alien Employment Permit (AEP), or Special Resident Retiree's Visa (SRRV), while local tenants must provide original government-issued IDs like Driver's License.

The applicants will have to appear personally for a face-to-face interview with village officers, and photocopies of documents will not be accepted. AAVA President Bobby Santiago emphasized the importance of complying with the guidelines to avoid admitting unwanted elements into the village.

In addition to tightening the screening of tenants, AAVA will also impose stricter accreditation and screening procedures for brokers conducting business within the village. Residents have expressed support for the initiative, as tighter security measures are needed to keep the community safe.

AAVA has been responding to security concerns raised by residents, including issues related to POGOs and violations of the Single Family Residential Use Policy. The association encourages residents to report any suspicious activity and to cooperate with the new guidelines.

To address the security concerns, AAVA has increased patrols and is preparing to install additional surveillance cameras within the village. The association is also working closely with local authorities to address the issue of POGOs.