



MOVE-IN PROCEDURES & REQUIREMENTS

(Must submit 7 days before Move-in)

Step 1: SECURE FROM THE ADMIN OFFICE AND ACCOMPLISHED THE FOLLOWING.

(Section Callery, Basement 1)

- Move-In Forms

Step 2: REQUEST THE UTILITY READING

- Water & Electricity at the Administration Office | (02) 8252-5063)

Step 3: SETTLE ALL OUTSTANDING BALANCE

- Water/Association/Clearance/Electricity
 - Accounting Office | (02) 8256-2971
 - Section Almond (Tower F, 2nd Floor)

Step 4: SUBMISSION OF THE FOLLOWING DOCUMENTS AT THE ADMIN OFFICE

- Filled up Endorsement form by Unit Owner
 - Notarized undertaking of broker
 - Broker's/Agent ID
- Copy of Unit Insurance Policy (Improvements and Furnishings)
- Filled up Move-In Application form
- Filled up RFID Application form
- 2x2 Picture for RFID Application
- Resident Information Sheet (Tenant)
- Notarized Contract of Lease (Minimum of 6 months lease)
- Utility Reading (Water/Electricity)
- Receipt of payments for Utilities and Association dues
- Photo copy of Passport ID (Foreign Tenant)
- Photo copy of Government issued ID (Filipino Tenant)
- Tenant under Company
 - Notarized copy of Secretary's Certificate (the authorize signatory of the company)
 - ID of the Authorized Representative
 - Certificate of Employment

NOTE:

- 2 Pet policy per unit
- Admin Assistant will check all the documents and will be approved by Property Manager

ENDORSEMENT BY UNIT OWNER

This is to request management of Two Serendra to grant my authorized representative/broker/agent _____, access to Two Serendra in connection with the leasing or disposition my unit briefly described below.

UNIT NUMBER – BUILDING: _____

PERIOD OF AUTHORITY: Ninety (90) days from date hereof, or until _____

Attached hereto is the Broker's Undertaking/Authorized Representative's Undertaking (as appropriate) and I shall closely coordinate his/her activities with the property management office. I have instructed him/her to give the property management office prior written notice at least one (1) working day before any scheduled inspection of my unit by prospective buyers or tenants.

I shall be ultimately responsible for any damage or House Rule violation caused by my authorized broker/agent and prospective buyers or tenants and their guests/brokers.

The information contained in this form is confidential and shall be used exclusively for the above-stated purposes. Under no circumstances shall Two Serendra/SCC be liable for any illegal or unauthorized use of the information contained herein.

I am aware that the Broker performs his/her transactions independently from Two Serendra/SCC, and the latter are not responsible for any administrative, civil or criminal liability that may arise from such transactions.

I/we likewise authorize Two Serendra Administration to share the above information for legitimate administration purposes, including but not limited to accounting, finance, concierge and housekeeping.

UNIT OWNER:

DATE: _____

Signature over Printed name

Address: _____
Tel. No.: _____
Email Address: _____

Encl: Authorized Representative's Undertaking or Broker's Undertaking, as applicable

BROKER'S UNDERTAKING

I, _____, a Licensed Broker with PRC License Number _____ (copy attached), and with business and/or address at _____ hereby state THAT;

I am the Authorized Leasing/Selling Agent of Condo Units _____;

I UNDERTAKE and ASSUME full and complete responsibility for all consequences which arise in connection with the attached Endorsement by Unit Owner;

I certify that I am not banned/blacklisted as a real estate agent by Ayala Land Premier, Alveo, Ayala Property Management Corporations, Avida or any other real estate companies;

I likewise UNDERTAKE that in my conduct/practice of my profession within the Serendra premises, I shall comply with all of the House Rules & Regulations of Serendra Condominium Corporation (SCC) and any violation therein shall be subject to the following **"Schedule of Penalties for Brokers"**:

SCHEDULE OF PENALTIES FOR BROKERS

1	First Written Warning
2	Second Written Warning
3	One month suspension to conduct business/profession in Serendra premises
4	Banned to conduct business/profession in Serendra premises

VIOLATIONS	STARTING PENALTY
I. ADMINISTRATIVE	
1. Conducting business within Serendra condominium complex without the proper "Endorsement by Unit Owner" form submitted to management.	4
2. Violation of House Rules or standard operating procedures (SOP) issued by each respective District.	1* <i>* Starting penalty unless the House Rules prescribe otherwise or a separate violation is specifically covered in this schedule.</i>
3. Posting or removing without authority any material on the bulletin board or any condominium corporation property.	3
4. Unauthorized use of SCC's staff, facilities, equipment or materials.	3
5. Unauthorized design, production and use of marketing materials using the Serendra logo without the SCC's prior consent.	3
6. Distributing fliers or any marketing materials and soliciting or	3

collecting contributions for any purpose whatsoever inside the Serendra premises without proper authorization.	
7. Misrepresenting, falsifying any document or testimony (verbal/ written) given during condominium corporation administrative investigation. Disseminating false information or distortion of facts regarding the SCC, its staff, owners, residents or matters affecting the sale or lease transaction	4
8. Negotiating a lease with a term of less than six (6) months.	4
9. Failure to properly and adequately orient tenants or new owners on the House Rules.	3
10. Facilitating the tenancy of individuals/families/corporations that have been blacklisted by SCC and the management.	4
II. SECURITY REGULATIONS	
1. Refusal to show a valid government identification when identity needs to be verified. Interfering or refusal to submit to security checks by the security personnel in the performance of their duties.	3
2. Bringing in or attempting to bring in, possession, use and trafficking of illegal and/or prohibited drugs, chemicals and other substances, including equipment and paraphernalia for the manufacture or use of such illegal and/or prohibited drugs, chemicals and other substances within the Serendra complex.	4
3. Carrying of licensed firearms within Serendra without the approval of the condominium corp.	4
4. Carrying of explosives of any kind or deadly weapons (including unlicensed firearms, chemical, biological, etc.) of any kind within the condominium complex.	4
5. Discharge of a firearm or explosive whether accidental or otherwise in the condominium corporation's premises.	4
6. Unauthorized use of the RFID access card. Please refer to relevant provision of the House Rules.	4
7. Unauthorized use of a parking slot.	3
III. CONDUCT AND BEHAVIOR	
1. Threatening, intimidating, harassing, coercing and usage of insulting language within sight or hearing of or within Serendra and/or display of rude manners.	4
2. Provoking or instigating a fight within Serendra.	4
3. Fighting or inflicting bodily harm or injury to other people within Serendra.	4
4. Vandalism and damage to and/or any form of defacement to the common area or any property belonging to the condominium corporation or the unit owner.	4
5. Performing unlawful, immoral or acts of lasciviousness within the condominium complex.	4
6. Attempting to or actual stealing of any property of the condominium corporation or the unit owner.	4
7. Intoxication, gambling, betting, and conducting lotteries or	3

other similar acts within Serendra.	
8. Disturbance to neighbors.	1
9. Littering, unsanitary practices, smoking or disorderliness in any common area within the condominium complex.	1
10. Illegal use of the Condo Units including but not limited to, having parties, overnight stays, unauthorized use of facilities, with issued "Endorsement by Unit Owner"	4
11. Willfully ignoring the request by the Board of Trustees of SCC or its duly Authorized Representative for compliance with House Rules and Regulations	4

I hereby set my hand this _____ of day _____ in _____

SIGNATURE OVER PRINTED NAME

Address _____
Tel. No. _____
Fax No. _____
Email Address _____
CTC / Passport No. _____
Date and Place of Issue _____

AUTHORIZED REPRESENTATIVE UNDERTAKING

I, _____, with business and/or address at _____
hereby state THAT;

I am the Authorized Leasing/Selling Agent of Condo Units _____;

I UNDERTAKE and ASSUME full and complete responsibility for all consequences which arise in connection with the attached Endorsement by Unit Owner;

I certify that I am not banned/blacklisted as a real estate agent by Ayala Land Premier, Alveo, Ayala Property Management Corporations, Avida or any other real estate companies;

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I hereby set my hand this _____ of day _____ in _____

SIGNATURE OVER PRINTED NAME

Address _____
Tel. No. _____
Fax No. _____
Email Address _____
CTC / Passport No. _____
Date and Place of Issue _____



NOTICE OF MOVE-IN

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 in on _____. We have also complied with the following requirements prior to this move out:

- ☐ Move-in Certificate from the Accounting Department
- ☐ Notarized Contract of Lease
- ☐ Info Sheet of New Tenant and copy of passport of persons allowed to live in the unit
- ☐ New Resident/s Welcome Home & soft copy of House Rules:

Tenant's Signature Over Printed Name

Date/Time

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 in 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





RFID CARD & ELEVATOR ACCESS CARD REQUEST FORM

Date of Application : _____ Control No: _____
 Name of Unit Owner : _____ Type of Request Card: _____
 Unit No : _____
 Section : _____

☐ Owner

☐ Tenant

☐ Studio _____
☐ 1 Bedroom _____
☐ 2 Bedroom _____
☐ 3 Bedroom _____

TYPE OF REQUEST:

☐ New ☐ Replacement
☐ Re-activation Reason: _____
 No. of Card/s Requested : _____
 No. of Card/s Issued & Deactivated : _____
 Mode of Payment / AR No. : _____

PAYMENT OPTION:

☐ Charge to Account Amount: _____

 Signature over Printed Name
 Owner/Tenant

RFID Card Allocation: The following will be the RFID Card allotment per Unit type:

TYPE OF UNIT	FREE RFID ALLOTMENT	MAXIMUM NUMBER OF ACTIVE CARDS	COST PER CARD ABOVE THE UNIT'S FREE ALLOTMENT
STUDIO	2 RFID cards	3 RFID Cards + 5 EAC	Php 1000.00 – RFID Card
1 Bedroom	3 RFID cards	4 RFID Cards + 5 EAC	Php 200.00 – Elevator Access Card (EAC)
2 Bedroom	5 RFID cards	6 RFID Cards + 5 EAC	Php 500.00 – Lost Card Replacement
3 Bedroom	7 RFID cards	8 RFID Cards + 5 EAC	Php 300.00 – Reactivation of Deactivated Card

The availment and use of the RFID Card and Elevator Access Card shall be in accordance to the guidelines as stated in the Two Serendra House Rules and Regulations. Please be reminded that TENANTS are required to submit the authorization letter coming from the Unit Owner.

Penalties shall be imposed on the unit for each misuse and unauthorized transfer of RFID Cards. The cloning/copying/reproduction of Serendra RFID used by an outsider or non-resident is expressly prohibited. All such RFIDs shall be confiscated, and the user thereof shall be charged a penalty of **Php 50,000.00** for each violation and in case of subsequent violation by a tenant/occupant, he/she shall no longer be allowed entry in the Two Serendra premises. Additionally, any cloned, duplicated, or reproduction of an Elevator Access Card shall be subject to a penalty of **Php 10,000.00** per violation.

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Requested by: _____ Verified by: _____ Approved by: _____ Acknowledged by: _____ Received by: _____

Signature Over Printed
Name of Unit Owner

Admin Assistant

Property Manager

IT Specialist

Signature Over Printed
Name - Owner/Tenant



TENANT INFORMATION SHEET

Unit No.: _____ Parking Slot No.: _____

Lease Period: _____ - _____

Minimum period for Lease Contracts involving units and parking slots of Two Serendra is Six (6) Months.

1. Information

Name of Registered Tenant (Last, First, M.I.)				
Nickname:	Birthday (mm/dd/yy):	Age:	Nationality:	Civil Status:
Landline Number:	Mobile Number:		E-mail Address:	
Company Name:			Company Address:	
Primary Address:			Landline Number:	
Secondary Address:			Landline Number:	
Name of Spouse (Last, First, M.I.)				
Nickname:	Birthday (mm/dd/yy):	Age:	Nationality:	Contact No. / Email

2. Names of relatives/authorized residents living in the unit:

Name	Nickname	Age	Relation	Need special assistance? If yes, please include assistance needed.

3. Name of Domestic helpers/drivers:

Name	Nickname		Position	Stay-in (Yes/No)

4. Registered Vehicles: Please provide copy of Certificate of Registration for each vehicle.

Vehicle Type	Brand/Model	Color	Plate Number

5. Pet Information: One toy dog shall be allowed as pet dog within Two Serendra. Only if the unit owner allowed the tenant.

Name	Breed	Color	Date Vaccinated

6. Contact person(s) in case of emergency: Contact person should be someone who does not live in the building.

Name	Relation	Telephone Number	Mobile Number

7. Specimen Signature

: Signatures(s) allowed to sign the building permits.

WORK PERMIT (1 day work such as cleaning and installation of furniture MATERIALS / EQUIPMENT GATE PASS FORM (DELIVERY)

Signature 1	Signature 3
Signature 2	Signature 4

8. Special instruction

I/We received and understood the Salient Points of the Two Serendra House Rules and Regulations and shall abide by it. I/We understand that the Building Administration shall only recognize information provided in the Tenant Information Sheet.

Date Signed

Registered Tenant's Signature Over Printed Name

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