



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,

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