



TENANT MOVE - IN NOTICE

Date: _____

**To: The Property Management Office
The Address At WackWack Condominium Corporation**

Please be informed that my tenant, _____, will be moving in my
Unit No. _____ from _____ to _____.

Enclosed are the following documents as required by your office for information and file:

- | | |
|---|---|
| <input type="checkbox"/> Tenant Information Sheet | <input type="checkbox"/> Photocopy of Valid ID with Picture |
| <input type="checkbox"/> Lease Contract | <input type="checkbox"/> Corporate Requirements |
| <input type="checkbox"/> Inventory List | |

Should you need any clarification in this regard you may reach me at contact numbers, _____
_____ or email me at _____. My authorized
representative _____ may also be reached at contact numbers _____
_____ or send email at _____.

I am aware that I need to inform the PMO a week before the actual move out of my tenant so that proper Clearances may be processed in time. All unpaid balances left by my tenant should be my responsibility and to my account. I understand that I have to orient my tenant of all existing House Rules and Regulations of The Address at WackWack Condo Corp. I will not hold the Property Management Office and any of its contracted entities, employees or agencies liable from any loss or damages to the unit or items found inside the unit during the contract duration of my tenant.

Thank you.

Unit Owner
(Signature over Printed Name)

Authorized Representative
(Signature over Printed Name)

Cc : Security Department