

**PLEASE SUBMIT THIS REQUEST FORM WITH THE FOLLOWING REQUIREMENTS
TO THE ADMIN OFFICE FOR PROCESSING OF THE AUTHORITY TO MOVE IN:**

For Residential Units:

- 11 PDCs for Association Dues - PR# _____
- Tenant Information Sheet
- Photocopy of ID of Unit Owner w/ photo & signature
- 3 copies ID photo (1 x 1) of each occupant
- Notarized Contract of Lease w/Undertaking
- Government Issued ID w/Photo of tenant
- Community Bond Payment
- SPA attached, if applicable

Additional Requirements for Commercial Units:

- 11 PDCs for Association Dues - PR# _____
- Store Layout
- Notarized Contract of Lease w/Undertaking
- Electrical Permit w/blueprint plans
- Sanitation Permit
- Barangay Clearance
- Business Registration (DTI)
- BIR Registration
- Mayor's Permit / License to Conduct Business
- SPA Attached, if applicable