



40 Solar Street, Bel-Air Village, Makati City
 Tel, No. (02) 8 523-8215, (02) 8 897-1856 Fax 8 895-9412

VS FORM 010

OUTGOING RESIDENT FORM

INSTRUCTION: Print all information in CAPITAL LETTERS. Put N/A for information that is not applicable.

DATE OF NOTICE: (MM/DD/YYYY)	REFERENCE NO. -
RESIDENT'S INFORMATION	
NAME (Last Name) (First Name) (Middle Name) (Name Extension)	
ADDRESS (House No.) (Street) (Barangay) (City)	
MOBILE NO. -	EMAIL ADDRESS
BAVA PROPERTY NO. - PHASE	
CLASSIFICATION <input type="checkbox"/> Resident Owner <input type="checkbox"/> Tenant/Lessee	BAVA ID NO. -
PHILIPPINE NATIONAL ID NO.	
_____ Resident's Signature	
TO BE FILLED UP BY BAVA	
This is to certify that, based on the Association's records, this property/resident has no outstanding obligations to the Association and no unsettled violations against BAVA rules and regulations.	
Verified By: _____ <div style="display: flex; justify-content: space-around;"> Accounting & Finance Supervisor Security & Safety Officer </div>	
TO BE FILLED UP BY LESSOR	
This clearance to move out is being given to my tenant, _____ to allow him/her and all members of his/her household to vacate my property located at _____ on _____.	
Approved By: _____ Name & Signature of Property Owner	

Resident/s who is/are moving out must surrender all BAVA Identification cards and vehicle stickers to the BAVA Office on or before the move-out date.

Processed by: _____
 Village Services Officer