



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

VS FORM 001

VEHICLE STICKER APPLICATION FORM

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

DATE: (MM/DD/YYYY)				REFERENCE NO. -				
APPLICANT INFORMATION								
NAME (Last Name)		(First Name)		(Middle Name)		(Name Extension)		
BAVA ADDRESS (House No.)		(Street)		(Barangay)		(City)		
MOBILE NO. -		EMAIL ADDRESS			BAVA PROPERTY NO. -		PHASE 	
CLASSIFICATION <input type="checkbox"/> Resident Owner <input type="checkbox"/> Non-Resident Owner <input type="checkbox"/> Tenant/Lessee <input type="checkbox"/> Non-Resident								
VEHICLE INFORMATION								
DATE ISSUED	RFID NO.	O.R. NO./ DATE	PLATE NO.	REGISTERED OWNER/ RELATIONSHIP	BRAND	MODEL	YEAR	COLOR
<i>This column to be filled-up by BAVA</i>								
BAVA INTER-VILLAGE STICKER								
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
	8.							
	9.							
	10.							
	11.							
	12.							
BEL-AIR ONLY STICKER (No Inter-Village Access) <i>Please mark if vehicle is Resident-Owned (RO) or Sponsored (S)</i>								
<input type="checkbox"/> RO <input type="checkbox"/> S	1.							
<input type="checkbox"/> RO <input type="checkbox"/> S	2.							
<input type="checkbox"/> RO <input type="checkbox"/> S	3.							

I read and fully understand the BAVA Vehicle Stickers Issuance Guidelines printed at the back hereof. I also understand and agree that I shall be responsible for the proper use of the vehicles listed above at all times that they are in the premises of BAVA, including but not limited to the integrity of persons aboard the vehicles and propriety of materials being transported which may be subjected to proper inspection by the authorized representatives of the Association at such instances the BAVA security may deem necessary.

I further undertake that the BAVA Traffic Rules and Regulations will be followed, and to settle any fine and penalty that may be imposed by the Association on any traffic violation committed by the owner/driver of any of the above-listed vehicles. Ownership of the car sticker remains with BAVA. The sticker is solely intended for the purpose of security identification and authorization to enter the gates of BAVA and for the use of the village roads.

In the event that any of the above listed vehicles is involved in an accident or incident that necessitates an investigation by law enforcement agencies, BAVA shall have the right to provide all relevant information on the ownership and details of the vehicle involved to aid in the investigation and its speedy resolution.

I certify that all the statements and information given on this application form are true and correct.

Processed by: _____

 Applicant Signature over Printed Name

 Village Services Officer

BAVA VEHICLE STICKER ISSUANCE GUIDELINES

I. VEHICLE STICKER PRICE

Resident Owner	Non-Resident Owner	Tenant/Lessee
Twelve (12) Inter-Village stickers max.	Five (5) Inter-Village stickers max.	Seven (7) Inter-Village stickers max.
First 4 stickers -P1,000.00 each	First 2 stickers - P1,000.00 each	First 2 stickers - P1,000.00 each
Second 4 stickers - P2,000.00 each	Second 2 stickers - P2,000.00 each	Second 2 stickers - P2,000.00 each
Next 4 stickers - P4,000.00 each	Next 1 sticker - P4,000.00 each	Next 3 stickers - P4,000.00 each
Bel-Air Only sticker	Bel-Air Only sticker	
In excess of 12 -P6,000.00 each (maximum of 4 for property owner only)	In excess of 5 -P6,000.00 each (maximum of 4 for property owner only)	

II. MIVA SECNET POLICY (Jointly approved by BAVA, DVA, FPA and UVA)

Bel-Air Village Association, Inc. (BAVA) /Damariñas Village Association (DVA) / Forbes Village Association (FPA) / Urdaneta Village Association (UVA)

- Strict maximum of twelve (12) Inter-Village Stickers per property. The 12 stickers privilege shall be strictly limited only to residents/property owners and their immediate relatives. This means parents, children, and siblings.
- Residents must honestly declare in the vehicle sticker application form if the vehicle is resident-owned or owned by a third party (non-resident being sponsored for issuance of a sticker). Resident's declaration shall be considered true and factual. Any misrepresentation may be ground for the cancellation/revocation of the sticker issued.
- Beyond the allocated 12 Inter-Village Sticker entitlement, village-specific stickers valid only for entry/exit at the issuing village (i.e., Bel-Air only sticker; no inter-village access) shall be issued to the property owners/resident.
- Vehicles of third parties (non-residents/non-property owners sponsored by a resident/property owner/long-term lessee) shall be issued with a village-specific sticker (e.g., Bel-Air only sticker, no inter-village access).
- A third party issued with a Bel-Air only sticker can also apply separately for the stickers of the other 3 villages upon written endorsement from the sponsoring property owner/resident through the BAVA Management. For example, if a third party endorsed by a BAVA member is issued with a Bel-Air only sticker, that third party can also apply for a DVA, UVA or FPA sticker upon endorsement by BAVA. Same process is followed by the other 3 villages.
- The privilege of access to the other villages using an Inter-Village Sticker is for passing through only and not for parking inside a village unless visiting a particular resident thereat.
- Owners/Drivers of vehicles bearing an Inter-Village Sticker issued by any of the MIVA villages must follow all traffic rules and regulations of the issuing village, as well as of the other member villages. Motorists must at all times show respect and courteous attitude to the security officers/traffic enforcers implementing the traffic rules and regulations.
- Fines imposed for any traffic violation must be settled promptly at the HOA administration office concerned. Serious traffic violations may result to the revocation of the inter-village access or cancellation of the sticker issued to the vehicle subject of the violation.

III. REQUIREMENTS and APPLICATION PROCEDURE (For New Applications and Renewal)

1. Fill up all the information required on Vehicle Sticker Request Form, it must be signed by the property owner/resident;
2. Attached either of the following required supporting documents:
 - a. Copy of most recent Official Receipt (OR) and Certificate Registration (CR);
 - b. For newly-acquired vehicles without OR & CR yet, any valid proof of ownership by the property owner/resident must be attached to the application form as supporting documents, e.g. (1) Sales Invoice and Delivery Receipt from the dealer, or (2) Duly notarized Deed of Sale for acquired second-hand vehicles not registered yet to the name of the owner Such Deed of Sale will only be honored for one (1) year, and ownership must be transferred by the next registration period;
 - c. If the vehicle is registered under a company, corporation, organization or an embassy, a certification issued by company's Corporate Secretary or the authorized signatory of the Embassy, stating that the vehicle is assigned for use of the resident applicant. This privilege is limited to one car per company;
3. Prior to payment, all sticker application must be screened and evaluated first by the BAVA Governor for Security or BAVA Village Manager for completeness of information and required supporting documents;
4. Upon clearance by the authorized persons, payment of corresponding fees shall be made at the Cashier;
5. The sticker shall be affixed on the vehicle's windshield only by BAVA authorized personnel; while the matching RFID tag shall be placed on the vehicles front right headlight.

IV. OTHER PARTIES QUALIFIED TO AVAIL OF BEL-AIR ONLY STICKER

1. School service vehicles (*must be endorsed by a resident*)
2. Motorcycles of household staff (*must be endorsed by the employer*) – **P500.00 only**
3. Rent-a-car (light/medium weight vehicles only) with a contract of at least one year

V. OTHER IMPORTANT GUIDELINES

1. Vehicle stickers will be issued only to members/residents who are updated in the payment of their association dues and other assessments. Members on delinquent status are not entitled to issuance of vehicle stickers.
2. Members/Residents who were previously cited for traffic violations and who have not paid yet the fines/penalties must first settle the unpaid fines before issuance of a new sticker to the particular vehicle subject of traffic citation is processed.
3. Lessee/tenant, please submit updated notarized Lease Agreement.
4. The vehicle must be brought to the BAVA Office and a BAVA authorized personnel will affix the sticker onto the designated location on the vehicle's windshield.
5. In case of transfer or ownership to a non-resident member or non-resident, the BAVA Office must be notified of the sale. The BAVA sticker on the vehicle must be removed and surrendered for cancellation before the vehicle is turned over to the new owner. A replacement sticker can be availed at the minimum cost only upon surrender to the BAVA Office of the car sticker removed from the replaced/disposed vehicle.
6. For sponsored sticker requests for frequent visitors of residents (relatives, friends, company executives and employees), an endorsement letter issued by the resident must be submitted together with duly filled-up sticker request form signed by the resident and proof of car ownership (OR & CR).
7. The sponsoring resident must inform BAVA if they want an endorsement be made to the other MIVA-member villages for issuance of their respective village specific car stickers.