

MOVE-IN NOTICE

Date:	Unit No.:
Name of Unit Owner:	
Contact Number:	Email Address:
Authorized Representative:	
Contact Number:	Email Address:

To: **The Property Management Office**

Shang Salcedo Place

Please be informed that I have a new tenant, _____, who will be staying at Unit _____ from _____ to _____.

The accomplished Tenant Information Sheet together with a copy of the lease contract is enclosed for your information and file. For further clarification and information, you may reach me and/or my authorized representative using the contact details listed above.

Thank you.

UNIT OWNER
(SIGNATURE OVER PRINTED NAME)

AUTHORIZED REPRESENTATIVE
(SIGNATURE OVER PRINTED NAME)

METER READING

Date:

METER TYPE	SERIAL NUMBER	INITIAL READING
WATER		

Prepared by:

Noted by:

ENGINEERING OFFICE

REGISTERED OWNER / REPRESENTATIVE