

PLANTATION — HILLS —

Brookside St., Plantation Hills Clubhouse
Brgy. Amsic, Angeles City, Pampanga, Philippines
0945 442 3662

HO-01
June 7, 2023

CHECK LIST for NEW OWNERS			
Step 1	YES	NO	Remarks
Endorsement letter from the previous owner			
Deed of Sale			
TCT			
Step 2 - after 7 days of Step 1	YES	NO	Remarks
Move in Form - filled up * Signed by the new owner			
Passport of the new owner - Original and photocopy			
ACR - Alien Certificate of Registration (original and photocopy)			
AEP - Alien Employment Permit (original and photocopy)			
Secretary Certificate			
Business Permit			
Member Information Update Form			
SEC			
Step 3	YES	NO	Remarks
Gate Pass of the things they will bring in the property			
Issuance of PHVA Guidelines			
Step 4	YES	NO	Remarks
Application of PHVA ID * Tenant * House helpers * Drivers * Others			
Application of approved number of Vehicle Stickers NOTE: * Vehicle should be registered under the name of the owner * Vehicle should be registered under the corporation, if so, certification of the corporation authorizing the tenant/owner to use the vehicle.			