

# PLANTATION — HILLS —

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

AF-06  
June 7, 2023

CHECK LIST for TENANTS			
Step 1	YES	NO	Remarks
Letter from the owner informing the Admin about their new tenant			
Notarized Lease Contract			
Undertaking between the Owner and PHVA			
Step 2 - after 7 days of Step 1	YES	NO	Remarks
Move in Form - filled up * Signed by the Owner with their contact details * Signed by the Tenant with their contact details			
Passport of the tenant and other occupants- Original and photocopy			
ACR - Alien Certificate of Registration (original and photocopy)			
AEP - Alien Employment Permit (original and photocopy)			
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 <b>NOTE:</b> * Vehicle should be registered under the name of the tenant. * Vehicle should be registered under the corporation, if so, certification of the corporation authorizing the tenant to use the vehicle.			