



JAZZ RESIDENCES CONDOMINIUM CORPORATION
 Metropolitan Ave. Cor. N. Garcia St., Brgy. Bel-Air, Makati City

GREENMIST
 PROPERTY MANAGEMENT CORP.
 Form No.: F12-0-012115-A

MOVE-OUT CLEARANCE FOR TENANT/S

To : **PROPERTY MANAGEMENT OFFICE**

Date :

TO BE ACCOMPLISHED IN 4 COPIES - 1 FOR UNIT OWNER / 1 FOR TENANT / 1 FOR PROPERTY MANAGEMENT OFFICE / 1 FOR SECURITY

This is to formally inform you that I, Mr./Ms./Company Name _____, tenant of Mr./Ms./Company Name _____ shall be moving-out of Unit (Tower _____, Unit _____) on _____, 20_____.

In this regard, please advise if there are outstanding charges under my account.

LIST OF CHARGES BILLED BY THE PROPERTY MANAGEMENT OFFICE

<input type="checkbox"/> Condominium / Parking Dues	<input type="checkbox"/> Violation Ticket
<input type="checkbox"/> Water	<input type="checkbox"/> Amenity/ies Use
<input type="checkbox"/> Electricity	<input type="checkbox"/> Please Specify Resident ID : _____

Additional Instructions by Chief Engineer and/computation by Accounting, if any:

Note: Collection of assessment/s by Condo. Corp. is just an accommodation. As such, non-payment by the tenant for the said accountabilities, including penalties other charges shall be paid by the owner.

If there are outstanding accountabilities, we shall settle these on or before _____, We understand that there are corresponding penalties should we fail to meet our commitment to pay. We also understand that our move-out may not proceed unless our accountabilities are settled.

If there are outstanding accountabilities, that unit owner/lessor shall settle these on or before _____. Our unit owner/lessor shall shoulder corresponding penalties should there be failure to meet the committed schedule of payment.

Requested by:	Approved by:	Additional instructions by the unit owner, if any:
TENANT	UNIT OWNER	
Print Name & Sign		

Noted by:	Payment Received by:	Noted by:	Approved by:	Safety & Security Monitoring by:
PROP. ACCOUNTANT	BILLING & COLLECTION	CHIEF / PROP. ENGINEER	COMPLEX / PROP. MANAGER	SECURITY - OIC

PRINT NAME & SIGN