



RESIDENT MOVING-OUT FORM

Date Filed : _____
Name of Outgoing Resident : _____
Address in Dasmariñas Village : _____
Resident's Contact No. : _____
Moving-Out Date : _____
Name of Property Owner : _____
Owner's Contact No. : _____

Signature of Resident

I hereby authorize Mr./Ms. _____ to move out of my property on _____.

Owner's Printed Name & Signature

Date

As you prepare to move out, please be aware of the following important requirements:

1. Return of Car Stickers

- a) All car stickers must be returned to the DVA office on or before your move-out date. Please ensure this is completed to avoid any issues.
b) If the car stickers are not returned, the slot/s associated with your sticker/s will not be available for new tenants. The stickers issued will immediately be deactivated.

2. Move-Out Form Submission

- a) Form Submission: Please submit this move-out form to the DVA office at least 3 days before your scheduled move-out date. This advance notice is necessary for processing and approval.
b) Moving Arrangements: Once the form is submitted, you may proceed with arranging your mover's activity. Please email the following details to bdmalaga@dva.org.ph:
o Date and Time: Specify the date and time of the actual move-out.
o Moving Company: Provide the name of the moving company.
o Vehicle Details: Include details of the car or truck being used. (Important: 10-wheelers and container vans must obtain a trip ticket from the DVA office. The entry fee is Php 5,000.00 per vehicle.)
o Driver's Name: Provide the name of the driver.
o Crew Information: List the names of the crew members who will be handling the move-out activity.

3. Pull-Out Items List (see attached form)

- o Please submit a list of items that are to be pulled out from the premises. This should be attached to the move-out form. Ensure that all items are accounted for to avoid any delays during the move-out process.

LIST OF ITEMS TO BE PULLED OUT

Tenant Name: _____

Address: _____

Move-Out Date: _____

Date Submitted: _____

Instructions:

- Please list all items to be removed from the premises during your move-out.
- Ensure that all items are properly accounted for.
- If necessary, provide a brief description for each item (brand, color, etc.)

No.	Item Description	Quantity	Item Description	Quantity
1.	_____	_____	11.	_____
2.	_____	_____	12.	_____
3.	_____	_____	13.	_____
4.	_____	_____	14.	_____
5.	_____	_____	15.	_____
6.	_____	_____	16.	_____
7.	_____	_____	17.	_____
8.	_____	_____	18.	_____
9.	_____	_____	19.	_____
10.	_____	_____	20.	_____

Prepared by:

Signature of Lessee

Approved by:

Owner's Printed Name & Signature

Checked by:

DVA Security
Printed Name & Signature