



REQUIREMENTS FOR MOVING IN / LEASE RENEWAL FOR TENANTS

DVA Move-In form duly accomplished by the Lessor and Lessee (attached herein for reference)

1. DVA Rider to Lease Agreement duly accomplished by the Lessor and Lessee (attached herein)
2. Proxy form duly accomplished by the Lessee (attached for reference)
3. Photocopy of notarized Contract of Lease signed by the Lessor and Lessee
4. Clear copies of the following documents: (Presentation of the original documents is required upon submission of copies. Please note that DVA will need around 30 days to confirm the veracity of the documents.)
 - o For Philippine Nationals (local)
 - a. Government issued IDs – e.g. passport, driver’s license.
 - b. Latest Income Tax Return filed with the BIR (personal ITR for personal lease or company ITR for company-leased properties)
 - c. NBI Clearance (for all adult occupants)
 - o For Foreign Nationals
 - a. 9-G VISA – Photocopy as stamped in passport (All occupants)
 - b. Alien Certificate of Registration (ACR) - (All occupants)
 - c. Alien Employment Permit (AEP) – (All occupants)
 - d. Employment Certificate
 - e. Articles of Incorporation and SEC (Securities and Exchange Commission) Registration (for company Lease)
 - f. Certification from the respective embassies of no criminal/derogatory record in their home country or NBI Clearance
 - g. Copy of marriage contract
 - h. Copy of birth certificate (All occupants)
 - i. Latest Income Tax Return filed with the BIR (personal ITR for personal lease or company ITR for company-leased properties)
 - j. Secretary Certificate authorizing the company to enter into a lease agreement and stating the authorized occupant of the property.

IMPORTANT REMARKS

- A. DVA will perform due diligence check of all tenants that are moving into Dasmariñas Village.
- B. DVA reserves the right to disapprove any move-in if the prospective tenant has been found to have supplied dubious information/documents.
- C. All above-stated documents must be submitted at least thirty (30) days before the actual move in. DVA reserves the right to request for other documents not included in the list above that can help evaluate the tenant’s application.
- D. Only after DVA approves the Move-In can the tenant arrange for the movers/haulers.

REQUIREMENTS FOR MOVERS/HAULERS

1. Date and time of actual move-in
2. Name of moving company
3. Details of the car/truck - Important Reminder: 10-wheelers and container vans must first secure a trip ticket at the DVA office (cost of entry fee is PhP5,000.00 per truck per entry).
4. Name of the driver
5. Names of the crew who will conduct the actual move in

NOTE: PLEASE SUBMIT CLEAR COPIES OF ALL THE REQUIREMENTS TO FACILITATE THE PROCESSING OF THE DOCUMENTS.

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(Note to Lessor / Lessee: Please include in your Contract of Lease under Item *USE OF PREMISES* the paragraph below to read as follows):

- The LESSEE agrees to use the Leased Premises exclusively as a single-family dwelling. Any deviation from this will result to the termination of this lease contract as specified in the Rider to Lease Agreement.

Signature of Tenant

Date Signed



Dasmariñas Village Association

(NOTE: Write all information legibly in capital letters and attach all required documents)

() MOVE-IN	() DATA UPDATE
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PRINCIPAL LESSEE AUTHORIZED TO SIGN CONTRACT OF LEASE

HOMEOWNER

NAME :	
ADDRESS IN D.V. :	
SIGNATURE :	
TEL. NO. :	
MOVE-IN DATE :	
EMAIL ADDRESS :	

IMPORTANT: This move-in check is being undertaken by the Association as an additional service to the homeowner. The Association does not guarantee nor assume any liability for any losses that may occur during the move-in. Association dues are permanent liens on property and is the ultimate responsibility of the homeowner.

NAME OF OCCUPANT: _____
(Last Name) (First Name) (Middle Name)

Address: _____

Sex : _____ Civil Status: _____ Nationality: _____

Company Name: _____ Business of Company: _____

Position : _____ No. of Years in the Company : _____

Company Address: _____ Tel. No. _____

Previous Address: _____ No. of Years in Last Address: _____

Name of Spouse : _____ Age: _____

LIST OF OCCUPANTS: (For non-Filipinos, attach photocopy of PASSPORT, showing picture & latest travel of each, including the Principal Lessee)

	<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

REFERENCE PERSON:

1. Name : _____
Home Address : _____ Tel. No. _____
Office Address : _____ Tel.No. _____

Name of Lessor : _____ Contact No.: _____

Address of Lease Property in D.V. : _____

Lessor's Mailing Address : _____

Broker's Full Name : _____ Tel. No.: _____

Broker's License No. : _____ (Pls. attach photocopy of PRD ID)

Office/Postal Address : _____

UNDERTAKING

I, hereby bind myself to comply with the rules and regulations of the Dasmariñas Village Association and the applicable provisions of the Deed of Restrictions, including herein my commitment to keep and maintain only the residential-nature of the Property. I consent to the inspection of the premises by DVA security. I recognize that any violation of this undertaking constitutes a ground for sanctions as may be imposed by the Association.

(Signature over Printed Name of Principal Lessee)

(Signature over Printed Name of Homeowner)

Verified by:	Recommended Approval:	Approved :
DVA Staff	Detachment Commander Security Officer	Village Manager

REMARKS: _____



RIDER TO LEASE AGREEMENT

Name of Lessor ("Lessor") _____

Name of Lessee ("Lessee") _____

Address of leased property ("Property") _____

Name of lease agreement ("Lease Agreement") _____

Date of Lease Agreement _____

Signature of Lessor

The Lessor and Lessee agree that the provisions set out herein shall form part of the Lease Agreement described above and that the Lease Agreement is hereby modified / amended accordingly.

1. Lessor and Lessee shall abide by the Articles of Incorporation, By-Laws, Deed Restrictions, and lawful issuances of Dasmariñas Village Association, Inc. (the "Association").
2. Lessor and Lessee acknowledge that the Property may be used only for residential purposes and as a single-family dwelling; and that any use inconsistent with the foregoing is considered a violation of the Dasmariñas Village Deed Restrictions applicable to all residential lots within Dasmariñas Village. Lessor and Lessee further acknowledge that the use of the Property as a staff house, guest house, dormitory, boarding house, or similar dwelling violates the Dasmariñas Village Deed Restrictions; and the Lessor and Lessee shall be solidarily liable to the Association for a fine in the amount of [P5,000 per day, per person] that the violation is unabated, without prejudice to such other remedies available to the Association.
3. Lessee shall use the Property solely and exclusively as the Lessee's residence and that of Lessee's immediate family and household staff, all of whom must have been registered with the Association. While Lessee is not prohibited from entertaining guests at the Property in a normal and reasonable manner and fashion, Lessee shall inform the Association in writing of guests that will stay overnight or longer, and the duration of their stay.
4. Lessor and Lessee acknowledge that any of the following may give rise to the presumption that the Property is used as a staff house, guest house, dormitory, boarding house, or similar dwelling, in violation of the Dasmariñas Village Deed Restrictions:

Signature of Lessee



Dasmariñas Village Association

- a. frequent changes in the occupants of the Property, whether registered with the Association or not;
 - b. the presence of transient occupants in the Property; and
 - c. frequent ingress and egress of passenger vans and similar vehicles into and out of the Property.
5. Any changes in the occupants of the Property shall require, prior to the moving in of the new occupants:
- a. The Lessor’s consent in writing; and
 - b. The registration of the new occupants with the Association.
6. Lessee agrees to maintain the cleanliness and greenness of the frontage of the Property. In the cases of a corner lot Property, both sides must be maintained properly. Lessee is given thirty (30) days starting from their actual occupancy of the Property to beautify the frontage. Lessee must submit to the Association for its approval their plan on how to beautify the frontage (only grass will be planted – no stones, pebbles, or rocks). If the frontage is unmaintained after the first 30 days of occupancy by the Lessee or anytime thereafter, this will become the basis for a grievance complaint or the filing of a case with the Human Settlements Adjudication Commission, unless immediately rectified.
7. Any violations by the Lessor or the Lessee of the Articles of Incorporation, By-Laws, Deed Restrictions, and lawful issuances of the Association or any of the obligations or covenants set forth herein may result in a loss of privileges within Dasmariñas Village (including without limitation non-issuance and/or cancellation of car stickers, identification cards), the imposition of fines, and/or such other remedies available to the Association. The Lessor shall be solidarily liable with the Lessee for any such violations of the Lessee.
8. A breach by the Lessee of any of its obligations set out herein is considered a material breach of the Lease Agreement and the Lessor hereby authorizes (without imposing any obligation on) the Association to enforce the Lessee’s obligations including by terminating the Lease Agreement and ejecting the Lessee, without prejudice to such other remedies available to the Association.
9. In the event of any inconsistency between the Lease Agreement and this rider, the terms of this rider shall prevail.

LESSOR

LESSEE

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____



Dasmariñas Village Association

Date:	DVA Accreditation No.:
BROKERS INFORMATION:	
Name:	
Contact Details:	
Email Address:	
Home Address:	
Office Address:	
License Number:	

PROPERTY OWNER'S INFORMATION:	
Name:	
Home Address:	
Office Address:	
Contact Details:	
Email Address:	

WE, hereby certify that the above information is complete and correct and that we shall respect and abide by the Dasmariñas Deed of Restrictions, Rules and Regulations, Articles of incorporation and By-Laws.

Check List			
	Yes	No	Remarks
Endorsement Letter of the Property Owner:			
Government ID with picture and signature			
PRC ID (License ID)			
List of Properties and address:			
1			
2			
3			
4			

Representative of the Owner:	
Name:	
Home Address:	
Office Address:	
Contact Details:	
Email Address:	

Signature over printed name
(Broker)

Signature over printed name
(Property Owner)



BROKER'S UNDERTAKING

I, _____, Filipino citizen, of legal age, residing at _____, state, represent, warrant, and undertake the following:

1. I shall perform my duties and responsibilities as a Broker/Agent with utmost integrity, responsibility, fidelity, respect, and professionalism.
2. I have read and understood the Broker's Accreditation Form which DVA Administration Office has asked me to sign, and I hereby adhere to such.
3. I shall acknowledge that I do not have authority to make any representations or commitments for and on behalf of the Owner in the course of the performance of duties as a Broker/Agent.
4. I shall indemnify and hold DVA and its officers and employees harmless against all actions, suits, damages, and claims by whomever that may be brought or made by reason of the non-observance or non-performance of the said rule, ordinances, or laws, or from any liability resulting from my fault or negligence in performing my obligations.
5. I am fully aware of the DVA's Deed of Restrictions with emphasis on single-family homes and use of the property for residential purposes only and will properly inform my client of such.
6. I fully understood the consequences of violating the aforementioned rules and it is hereby understood that failure on my part to comply with the representations and undertaking as set forth herein shall be considered as an event of default, for which I shall be liable for all the damages suffered by DVA, its officers and employees in addition to liquidated damages of ONE HUNDRED THOUSAND PESOS (P100,000.00) for each event of default, without prejudice to the right of DVA and its members to exercise its other rights under the applicable laws.

IN ATTESTATION OF THE ABOVE, this undertaking was signed this _____ day of _____, 202__ in _____ City.

Signature over printed name
(Broker)

(Date)

Noted by: _____
Signature over printed name
(Owner: Property at _____, DV)

(Date)

DASMARIÑAS VILLAGE ASSOCIATION INC.
1417 Campanilla St., Dasmariñas Village, Makati City

PROXY NO.: _____

PROXY
VALID FOR A PERIOD OF THREE YEARS THEREAFTER

I, the undersigned member (the "Member") of Dasmariñas Village Association (the "Association"), do hereby name and appoint:

(write name of proxy above)

or in his/her absence, or if I have not named and appointed a specific person above, the Chairman of the Meeting, as my Proxy, to represent me at any regular or special meeting of the members of the Association and any of its adjournments or postponements. This proxy covers all votes which I may have the right to cast, whether in my capacity as owner, lessor, or lessee, as applicable. This proxy supersedes any and all proxies previously executed. I may pre-terminate this proxy by sending a written notice of termination to the Corporate Secretary of the Association.

Subject only to the foregoing, the Proxy shall have the authority to do everything that I could lawfully do at such meetings if I were present in person. Should I be present in person at a meeting during the effectivity of this proxy, this proxy shall not be valid for such meeting.

Signed on _____ at _____ .

Signature of Member

Name of Member

Address of Member in Dasmariñas Village

For DVA Use:

No. of Votes: _____

Registrar: _____