



OWNER/TENANT MOVE-OUT CLEARANCE

OWNER/TENANT NAME:	
UNIT NO.	
DATE OF MOVE OUT:	
REQUIREMENTS FOR OWNER'S OCCUPIED UNIT	REQUIREMENTS FOR TENANT'S OCCUPIED UNIT
<input type="checkbox"/> List of Furniture's & Equipments to be brought out <input type="checkbox"/> Photocopy of recent Utility Bill Paid <input type="checkbox"/> Water & Electric Meter Reading <input type="checkbox"/> Forwarding address & Telephone Numbers <input type="checkbox"/> Settled Outstanding accounts condo dues <input type="checkbox"/> Settled Outstanding accounts-Real Estate Tax	<input type="checkbox"/> Clearance Letter from the Unit Owner <input type="checkbox"/> List of Furniture's & Equipments to be brought out <input type="checkbox"/> Water and Electric Meter Reading <input type="checkbox"/> Forwarding Address and Telephone Number/s <input type="checkbox"/> Settled Outstanding accounts condo dues NOTE: ARRANGEMENT OF UNIT OWNER TO THE LESSEE ON PENDING LIABILITIES: <input type="checkbox"/> Owner will pay association dues <input type="checkbox"/> Owner will pay special assessments <input type="checkbox"/> Owner will pay utilities <input type="checkbox"/> Tenant will pay association dues <input type="checkbox"/> Tenant will pay special assessments <input type="checkbox"/> Tenant will pay utilities

NOTE:

1. Please accomplish all the requirements 1(one) week before the move out date.
2. Once an occupant declared moving out, all pull out gate passes will be on hold until such requirements submitted to the **PARAGON ADMINISTRATION OFFICE. NO REQUIREMENTS NO MOVE IN.**

Clearance Requested By:

Accepted By:

Signature over Printed Name
(Outgoing Tenant)

Property Accountant

Signature over Printed Name
(Unit Owner)

Property Manager

Note: If Representative of the Owner please indicates your designation





OWNER/TENANT ACCOUNTABILITY CLEARANCE

NAME OF OWNER/TENANT:			
UNIT TO VACATE:			
DATE TO VACATE:			
This is to certify that the owner/tenant has been cleared of all accountabilities by Paragon Plaza Condominium Corporation as follows:			
PARTICULAR	DEPARTMENT	CLEARED BY	AMOUNT(IF ANY)
1. Office Space Inspection			
2. Door Keys			
3. PAR ID Cards	Security		
4. Car Passes	Admin		
5. Accounting(Attached Clearance Statement)	Admin		
6. Others			
TOTAL ACCOUNTABILITY/REFUND			

Cleared By:

Released By:

Signature over Printed Name

PARAGON PLAZA CONDO. CORP.

Date: _____

Property Manager

Ref.par frm.0003

