



MOVE IN / MOVE OUT FORM

This form is to be completed by the owner of the unit

MOVING IN MOVING OUT UNIT #: _____ MOVING DATE: _____

Is the RESIDENT the OWNER or a TENANT ?

NAME OF RESIDENT : _____ CONTACT #: _____

RESIDENT'S EMAIL ADDRESS: _____

LETTING AGENT (if applicable): _____ CONTACT #: _____

MOVING COMPANY: _____

- Please note that moving trucks larger than 3 tons will not be granted access to the property
- New residents will be required to show ID to the guards on moving day
- All forms and conduct rules can be downloaded from our website - www.villaetrucia.co.za

MOVING IN CHECKLIST:

FORMER ADDRESS: _____

To be checked off by guards:

RESIDENT INFO FORM COMPLETED

PET FORM COMPLETED

_____ OF CAR STICKERS ISSUED

WELCOME LETTER GIVEN

HARD COPY OF RULES REQUESTED OR

WILL GET RULES FROM WEBSITE

MOVING OUT CHECKLIST:

FORWARDING ADDRESS: _____

To be checked off by guards:

CAR STICKERS REMOVED

DOMESTIC'S PERMISSION REMOVED

GARDENER'S PERMISSION REMOVED

Landlords: I, the undersigned (name) _____ grant permission for the above named resident to move into/out of the above named unit and agree to comply with the move in/out terms stipulated by the Trustees

New owners: I, the undersigned (name) _____ agree to comply with the move in/out terms stipulated by the Trustees

SIGNATURE: _____ DATE: _____