



## South Forbes Tokyo Mansions Homeowners' Association, Inc.

South Forbes Golf City, Brgy. Inchican, Silang, Cavite

Contact No. 0906-942-5162/ (046) 409-3612

Website: <http://southforbestokyomansionshoai.com/>

### CIRCULAR 2023-002

Date : January 25, 2023

TO : To All Valued Homeowner's, Landlords, Lessors  
Tokyo Mansions HOAI  
South Boulevard South Forbes Golf City,

FROM : Jocelyn P. Buhay & Eunice P. Villacruz  
Tokyo Mansions HOAI Administrator's

SUBJECT: Revised Rules On Move-in of Lessee/Tenants

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Good day Lessors, Landlords, and Homeowners,

Please be informed of the revised rules on Move-in of Lessees/ Tenants as per Board Resolution No. 2023-004.

#### MOVE-IN REQUIREMENTS

##### 1. COPY OF NOTARIZED LEASE CONTRACT CONTAINING THE FOLLOWING REQUIRED PROVISIONS:

a. Names of all Lessees, the Lessees 'designated occupants, and the Lessees 'family members who will reside in the house to be leased out. In case the Lessee is a company, a list of the company's designated occupants. All names shall be attached and incorporated to the contract of lease.

b. A provision stating that the leased premises must be used only for residential purposes, as follows:

*"The leased premises shall be used exclusively by the LESSEE for single family residential purpose only. If at any time the leased premises are used for commercial use or as an extension of their business (dormitory, cafeteria, tutorial school, home-stay, and other home-based commercial activities), the LESSOR shall have the right to rescind this contract in addition to its other legal remedies."*

c. A provision stating that the Lessee must comply with the Village Rules, as follows:

*"The LESSEE further agrees to comply with all laws, regulations, issuances, and ordinances relevant to the Homeowners Association, and the Village Rules and Regulations, including all amendments thereto duly approved by Southforbes Tokyo Mansions Homeowners Association Inc. SFTMHOAI"*



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### 2. LEASE CONTRACT MUST REFLECT THE FOLLOWING NAMES:

- a. If Individual Account – The Registered Lessee in the contract must be the unit occupant
- b. If Company Account – Contract must reflect the Company Name and Representative's Name supported by a Secretary's Certificate

### 3. RESIDENT INFORMATION SHEET

### 4. PHOTOCOPY OF PASSPORT/VALID ID OF REGISTERED TENANT AND OCCUPANTS

### 5. ORIENTATION

Per Board Resolution 2023-003, requiring all LESSEES renting or leasing a house in the Village to attend and undergo a Deed of Restriction (DOR), village rules and regulation, and security committee Briefing/Orientation before the issuance of move-in permit(s). Domestic helpers are required to undergo the Village orientation on security measures and garbage policies.

### 6. HOMEOWNERS ASSOCIATION DUES & OTHER CHARGES (IF APPLICABLE MUST BE UPDATED

\*Documents must be submitted at least five (5) working days before the scheduled move in date.

\*Move-in will be allowed within 7:00 a.m. to 9:00 p.m. only.

Sincerely,

  
  
Jocelyn P. Buhay & Eunice P. Villacruz  
Admin Officer's  
South Forbes Tokyo Mansions HOAI

Approved By:

  
Arnel I. Orias  
Board of Directors President  
South Forbes Tokyo Mansions HOAI