

CHECKLIST FOR NEW OWNERS

STEP 1	YES	NO	REMARKS
Endorsement letter from the previous owner			
Deed of Sale			
TCT			
STEP 2 – AFTER 7 DAYS OF STEP 1	YES	NO	REMARKS
Move-in Form			
Passport (Original and Photocopy)			
ACR – Alien Certificate of Registration (Original and Photocopy)			
AEP – Alien Employment Permit (Original and Photocopy)			
Secretary Certificate			
Business Permit			
General Info Sheet (GIS)			
SEC			
STEP 3	YES	NO	REMARKS
FPA Delivery Permit (Items/belongings to be brought in the property)			
Issuance of FPA Guidelines			
STEP 4	YES	NO	REMARKS
Application of FPA ID			
Application of approved number of Vehicle Stickers			
Note: <ul style="list-style-type: none"> Vehicle should be registered under the name of the owner Vehicle should be registered under the corporation, if so, certification of the corporation authorizing the owner to use the vehicle. 			