**ALTONA VILLAGE HOMEOWNERS ASSOCIATION**

**MOVEMENT CONTROL FORM (if this form is not singed off by the Estate Manager, then movement is not allowed)**

**(To be handed in at Security Office at least 24 hours prior to move/cancellation) Signed off by the Estate Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **MOVING OUT**PLEASE NOTE THAT ANY ACCESS REGISTRATION IN THE NAME OF THE DEPARTING RESIDENT WILL BE INVALIDATED THE DAY AFTER MOVING OUT DATEERF:……………:…… Street Address: ……………………….……………………………………….Cellphone Number on intercom system: ………………………………………………………….Moving Out Date: ….…………………………………………………………………….Name of Removal Company: .………………………………………………………Future Postal Address: ..………………………………………………………………Name of Departing Resident: Signature:…………………………………………….. …………………………………………….**Noted: Security Controller** Date:……..…………………………………….. …………….……………………………… | **MOVING IN**PLEASE NOTE THAT REMOVAL TRUCKS WILL NOT BE ALLOWED ACCESS BEFORE 8 AM, AFTER 6 PM, OR ON SUNDAYS OR PUBLIC HOLIDAYS**Constitution clause 11.5.1****Please attach a copy of the Certificate of Occupation received from BVM before moving in will be allowed**ERF: ……………… Street Address:…………………………………………Moving In Date: ……………………………………………………………………………..Name of Removal Company: ….……………………………………………………..Name of New Resident: .………………………………………………………………..Cellphone No. for intercom system: ………………………………………………………………………………………Name of Registered Owner Signature of Registered Owner………………………………………… ……………………………………………...**Noted: Security Controller** Date:……..…………………………………….. …………….……………………………… |

**PLEASE NOTE:**

**NO ACCESS REGISTRATION WILL BE ADMINISTERED TO THE NEW RESIDENT UNLESS AN AUTHORISATION FORM IS SIGNED BY THE REGISTERED OWNER HAS BEEN RECEIVED BY THE SECURITY.**

Information Confidentiality of AVHOA will ensure that unsolicited mail will not be forwarded to Residents/Homeowners who have indicated that they do not wish to receive such messages, either in general or about a specific project resulting directly from it. The AVHOA will always take the most stringent precautions to protect the security of sensitive data provided to AVHOA by all residents/homeowners and any personal information provided to AVHOA will never be used for subsequent non-research purposes like fundraising, list building, credit rating, direct marketing, etc.