**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 DATE  ERF:……………:…… 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.