



Camella Lipa Homeowners' Association, Inc.
HLURB Reg. No. 15447 • TIN No. 420-931-299-000
Brgy. Tibig, Lipa City, Batangas
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CIRCULAR 2022 – 0807

Date : August 11, 2022
To : Our Valued Residents/Tenants
From : The Management Office
RE : Tenant Registration Guidelines

Greetings!

The Management Office would like to inform you the updated guidelines for tenant registration effective August 11, 2022. All homeowners with unit for lease will require their tenants to register at the HOA office prior move in so that they will be oriented with the policies and guidelines of the subdivision.

Kindly find below guidelines for your reference and guidance.

1. The following are needed to be submitted prior move in.
 - Notarized copy of lease agreement
 - Valid ID of homeowner and tenant
 - Duly accomplished 201 form
 - Signed move-in guidelines.
 - Valid NBI or Police clearance

2. The lessor/lessee/agent who will fail to comply will be penalize and held liable and treated accomplice in all circumstances that the tenant/s is involve.

We hope for your kind understanding and cooperation for the betterment of our Camella Lipa community.

For your information and guidance.

Sincerely,


GUILLERMO A. OCAMPO JR.
CLHOAI-President