



Camella Lipa Homeowners' Association, Inc.

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CIRCULAR 2025 – 0931

Date : September 08, 2025
To : Our Valued Residents
From : HOA Office
Re : Reminder on Tenant Registration Guidelines
(In reference to Circular 2022–0807 dated August 11, 2022)

In line with the Board's continuing effort to promote security, accountability, and order within the subdivision, the Association hereby reiterates the Tenant Registration Guidelines issued under Circular 2022–0807.

All homeowners who intend to lease their units are reminded that tenant registration is mandatory and must be completed at the HOA Office before the scheduled move-in of the tenant. This requirement ensures that tenants are properly oriented on subdivision rules, regulations, and responsibilities as part of our community.

Tenant Registration Requirements

- Notarized copy of Lease Agreement
- Valid government-issued ID of Homeowner & all adult tenants
- Duly accomplished CLHOAI 201 Form
- Signed Move-in Guidelines
- Valid NBI or Police Clearance (contract signatory)
- HOA Clearance
- *For foreign tenants: Valid Visa and Passport*

Important Reminders

1. Non-Compliance – Any homeowner, lessor, lessee, or agent who fails to comply with the above requirements shall be subject to penalties and held liable. They will also be treated as an accomplice in any incident or violation involving the unregistered tenant/s.
2. Move-in / Move-out Processing – Requests for Material Gate Pass related to moving in or moving out shall be strictly entertained during official HOA Office hours only.
3. Accountability of Homeowners – Homeowners are ultimately responsible for the conduct of their tenants. Please ensure that your tenants are well-informed and fully compliant with community guidelines.

We highly encourage everyone's strict compliance with these guidelines to maintain peace, order, and harmonious living within Camella Lipa. For inquiries or assistance, please coordinate with the HOA Office during regular office hours.

Signed by

Christopher Lloyd O. Castillo
CLHOAI BOD President

CONTACT US:

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