

GATE PASS FORM

MEMBER/CONTRACTOR'S NAME: _____

DATE : _____

NAME OF REQUESTOR: _____

LOT LOCATION: PHASE ___ BLOCK ___ LOT ___

	QUANTITY	UNIT	DESCRIPTION OF MATERIALS, TOOLS OR EQUIPMENT
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

PROOF OF APPROVAL FROM THE OWNER: ☐ TEXT MESSAGE ☐ PHONE CALL ☐ EMAIL ☐ LETTER

Vehicle Details (if any): Type: _____ Plate No. _____

Other Details: _____

To be filled up by the Security

- ☐ Physical inspection of items completed.
☐ Item count matches declared quantities.
☐ No undeclared or prohibited items found.

- ☐ Undeclared items found during inspection.
☐ Quantity discrepancy between declared and actual items.
☐ Suspicious or prohibited items detected.
☐ Items do not match description provided.
☐ Request put on hold pending further verification.

Remarks: _____

INSTRUCTIONS:

1. The Homeowner or Contractor must completely fill out the form and submit it to the security guard on duty.
2. The security guard on duty must ensure that the request has been approved by the Homeowner or Contractor. If the request is approved, the guard should conduct a thorough inspection of the items, verifying the quantity, unit, and description against the actual count. After verification, Part B of the form must be completed before submitting it to the Village Manager for review and final approval.
3. If any undeclared items are discovered during the inspection, the Village Manager must refer the matter to the Security Group for investigation and promptly notify the homeowner or contractor.
4. The Contractor or Foreman must inform the homeowner or lot owner of the incident and advise them that the request is currently on hold.
5. The homeowner shall inform Property Management if they wish to proceed with the request, notwithstanding the reported incident.

RULES AND REGULATIONS:

1. Security or Property Management shall not accept any packages or items on behalf of the homeowner or lot owner.
2. Items brought into or taken out of the village shall be subject to inspection, and no delivery or pull-out will be allowed without an approved Gate Pass.
3. Security or Property Management will not be held liable for any loss or damage to items upon delivery.
4. Property Management reserves the right to amend the above instructions, rules, and regulations at any time without prior notice.

REQUESTED BY:

CHECKED BY:

APPROVED BY:

OWNER/CONTRACTOR/REPRESENTATIVE

SIGNATURE OVER PRINTED NAME

DATE & TIME:

SECURITY-ON-DUTY

SIGNATURE OVER PRINTED NAME

DATE & TIME:

ELEANOR G. BUGTONG

VILLAGE MANAGER

DATE & TIME:

MANAGED BY: