

Property Move In Form

To ensure a smooth 'move in' experience, complete this form and give it to us **ONE WORKING DAY PRIOR TO YOUR MOVE**. Please attach all relevant documents as mentioned below to avoid delay in processing. If your application has been approved, you will receive your Move In Permit by email. Please be assured that any information you give us will remain confidential.

Contact details

Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Homeowner:	<input type="checkbox"/>	Tenant:	<input type="checkbox"/>
Community:	<input type="text"/>		Building/ Street no:	<input type="text"/>		Unit no:	<input type="text"/>
Occupant name:	<input type="text"/>				Nationality:	<input type="text"/>	
Passport no:	<input type="text"/>				Visa/Emirates ID no:	<input type="text"/>	
Email:	<input type="text"/>				Contact no:	<input type="text"/>	
Total number of occupants in your household:				Adults	<input type="text"/>	Children	<input type="text"/>
Community Service Fees paid to date?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Documents required:

For homeowners:

- 1. Copy of passport
- 2. Copy of visa or Emirates ID
- 3. Power of Attorney (if applicable)

For tenants:

- 1. Copy of passport
- 2. Copy of visa or Emirates ID
- 3. Copy of Ejari Registration Certificate (or Tenancy Contract)

Occupants with special needs

Please tell us if any of the occupants have special needs and may require assistance during emergencies or an evacuation: (For example: physically challenged, long term illness, limited mobility, wheelchair bound, etc)

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A Move In Permit will NOT be issued if there are outstanding service fee dues against the unit.

Access card/transponder details

Preferred move in date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Preferred time:	<input type="text"/>
Serial number of access cards/transponders for the unit: (please get these from the unit owner)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Access cards and/or transponders that are not revalidated through this form may be deactivated.

Terms and conditions

1. Please complete this form and submit it to the Community Manager's office or email it to **communities@ecm.ae**, **one business day prior to your move.**
2. The Community Service Fee for your unit must be paid and up to date in order for this application to be processed.
3. The Community Manager will not be held responsible for any accident/injury that occurs on the premises.
4. Necessary safety precautions should be undertaken by the occupant and the moving company.
5. Homeowners, tenants and occupants are responsible for any damage caused to the common areas while moving in/out (either directly by them or their appointed moving company).
6. The Community Manager will repair any damage caused to common areas during the move in/out process at the unit owner's expense.
7. Moving companies are to provide adequate supervision during the moving in/out process.
8. Floor protection is the responsibility of the occupant.
9. Moving companies should abide by the access and security policies of the community at all times.
10. Areas must be cleaned after the move and the waste disposed of immediately, in a proper manner.
11. Applicable penalties may be levied in case of non-compliance with any of these rules.
12. Applicants must give complete and accurate information in this form.
13. **Occupants are obliged to follow other Community Rules available at ecm.ae/Documents.html and on their community portal.**
14. Access cards and/or transponders that are not revalidated through this form may be deactivated.
15. **For further information, please contact 800 EMAAR (36227) or email communities@ecm.ae**

By submitting this form, you accept the terms and conditions mentioned above, based on which a Move In Permit will be issued.

For office use only:

Received date:

 / /

MIP emailed?

 Yes No

Is Community Service Fee paid in full?

 Yes No

Welcome Pack sent?

 Yes No

Are all checks conducted as per policy?

 Yes No

Records updated on system?

 Yes No

Received by:

Remarks:

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For Move Out (to be completed at the time of moving out):

Date:

 / /

Time:

Moving company:

PRINT

SUBMIT