

VILLA DETAILS:

Village Name: Villa No:	Moving In <input type="checkbox"/> Moving Out <input type="checkbox"/>	Date of moving in/out
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Owner **Tenant**

Name:	
Contact No:	Email:
Details of the Moving Company:	
Residents Signature:	

REQUIRED DOCUMENTS:

For Home Owners:

- Copy of passport and Visa or Emirates ID
- Copy of Title Deed

For Tenants:

- Copy of passport and Visa or Emirates ID
- Copy of Tenancy Contract

For Moving Out (Additional requirements)

- No Objection Letter or email from Owner (for tenants only)
- Bus ID Card/s, Car Sticker/s, Resident ID Card/s returned
- No Outstanding balance with DSC Facilities Services
- AED 1,000 Refundable Security Deposit (for Moving out only)

FOR SOAMS USE ONLY:

WALK THROUGH INSPECTION CARRIED OUT PRIOR TO MOVING IN/OUT WALK THROUGH INSPECTION CARRIED OUT POST TO MOVING IN/OUT

- | | |
|---|---|
| <p>Garbage room cleared <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Ground outside area any item left <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Garbage bin available & in good condition <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Satellite dish visible <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Conacarpus free <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Garbage room cleared <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Ground outside area any item left <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Garbage bin available & in good condition <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Satellite dish visible <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Conacarpus free <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|---|

COMMENTS FOR WALK THROUGH INSPECTION CARRIED OUT PRIOR TO MOVE IN / OUT:

SOAMS Representative Signature

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PLEASE NOTE:

Any damage caused to common areas while moving in or out of villas will be charged as per section 2.7 of the community rules and Regulations. Moving In/Out requires the written consent of Dubai Sports City/SOAMS.

I understand and agree that

- The Resident needs to provide all relevant information about the Movers & Packers as requested for in the Application Form and submit it to the SOAMS Helpdesk **1 week prior to Moving In or Moving Out.**
- In line with Victory Heights Community Rules & Regulations, Shifting into the Villa will be permitted subject to all **CSF Payments being up to date** and an NOC issued by SOAMS.
- The Application Form must be accompanied by a Refundable CASH Deposit of **AED1000 (for moving out only)**. Cheques will not be accepted.
- The Refundable deposit will be returned to the Applicant within 3 Working Days after the Move In/ Move Out, subject to a No-Claims inspection by the SOAMS team, Return of ID Cards (Resident & Bus ID) issued against the villa.
- The resident needs to ensure that the Move in / out vehicles adhere to the Community Rules and Regulations and park in designated parking areas and do not block any roads.
- **All Residents issued the Resident ID, Bus pass ID & vehicle Stickers will need to return them back to SOAMS office before vacating their premises.** Charges will be applicable if any of the above is not returned.
- **SOAMS will conduct an inspection before and after the Move In / Move Out to verify the following**
 - Common Areas (including but not limited to Landscaping, Hardscape, Roads, Street Lights, Signage etc..) is not damaged in any way
 - Private Property is not damaged in any way
 - No Garbage or other waste, Cartons, Packing Material, furniture, electrical appliances are abandoned in the Common Areas, Garbage Rooms, and Garage.
 - Any waste meant for recycling must be disposed off at the designated Recycling Bins placed in the community or Bulk Waste Skip located behind Novelia Gate No. 2.
 - Any discarded vehicles, Trailer are to be disposed off at DM Approved disposal sites. Occupiers must make separate arrangements, at their own cost, for such disposal.
 - Satellite Dish should not be visible from external view.
 - Villa should be Conacarpus Free.
- The Resident needs to ensure that the Staff and Vehicles adhere to the Community Rules and Regulations. Any damage to Property must be reported to the SOAMS Helpdesk.
- The applicant should make sure that the Removals Company is to ensure all Health, Safety, Environment (HSE) measures have been taken to ensure Health & Safety of all residents and vehicular traffic at all times and if the Removal Company is found violating any of the above Rules of the Community, the Applicant will be held responsible and will be liable for any damages.

Residents Signature