Annex B: Members Information Sheet

TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS' ASSOCIATION INC

BARANGAY NATIPUAN NASUGBU BATANGAS

MEMBERS INFORMATION SHEET

FOR INDIVIDUAL MEMBER

(you may refer to the backpage for full instruction manual)

1.TERRAZAS ADDRESS

Phase	Block	Lot	Complete Residential Address

2. ASSOCIATION MEMBER (LOTOWNER)

Last Name	First Name	Middle Name	Date of Birth	Nationality

Primary Address (If Terrazas is not your primary place of residence)

Company/Affiliation	Office Telephone No.	Office Complete Address

Mobile No	Telephone No	Email Address

3. ASSOCIATION MEMBER SPOUSE

Last Name	First Name	Middle Name	Date of Birth	Nationality

Mobile No	Telephone No	Email Address

4.IMMEDIATE FAMILY MEMBERS OF 1ST DEGREE OF CONSANGUINITY AND AFFINITY

* Please note that any individual whose name is not reflected in this MIS shall automatically be treated as guest.

* All members and their immediate family must attach a valid government ID with photo.

☐ I hereby authorize him/her to act on my behalf in endorsing visits to my property. Please tick the name of person.

		Name	Relationship	Contact Number	Date of Birth	Age
1	☐					
2	☐					
3	☐					
4	☐					
5	☐					
6	☐					
7	☐					
8	☐					

use next page for additional entries

5. IMMEDIATE FAMILY MEMBERS OF SECOND DEGREE OF CONSANGUINITY AND AFFINITY

(Please list down the names of your second-degree relative to whom you authorized access to your home.)

	Name	Relationship	Contact Number	Date of Birth	Age
1					
2					
3					
4					
5					

use next page for additional entries

6. ACKNOWLEDGEMENT

I hereby certify that the information provided above is true and correct. I understand that it is my responsibility to update the Association of any changes in the above information. The PMO may request additional requirements with prior notice.

Member's Name and Signature	Date Signed	Member's Name and Signature	Date Signed

FOR TPFVHAI Admin Use Only

Member's Information Sheet Requirements

☐ Valid Government issued ID's

☐ Other Legal Documents (if applicable)

Verified/Approved By: (Name and Position)	Date Verified/Approved:	Remarks

PMO Staff/Village Manager

ADDITIONAL IMMEDIATE FAMILY MEMBERS OF 1ST DEGREE OF CONSANGUINITY AND AFFINITY

	☐	I hereby authorize him/her to act on my behalf in endorsing visits to my property. Please tick the name of person.				
		Name	Relationship	Contact Number	Date of Birth	Age
9	☐					
10	☐					
11	☐					
12	☐					
13	☐					
14	☐					
15	☐					
16	☐					

ADDITIONAL IMMEDIATE FAMILY MEMBERS OF SECOND DEGREE OF CONSANGUINITY AND AFFINITY

(Please list down the names of your second-degree relative to whom you authorized access to your home.)

	Name	Relationship	Contact Number	Date of Birth	Age
6					
7					
8					
9					
10					

MEMBERS INFORMATION SHEET
INSTRUCTION MANUAL

Introduction:

This manual provides detailed guidance on how to properly complete the Members Information Sheet.
The information you provide is essential for updating our Association records, ensuring accurate communication, and granting access privileges to authorized family members and representatives.
All entries must be printed clearly or typewritten. Please review carefully before submission.

1. Terrazas Address:

Fill out the property information related to your property in Terrazas.
*Phase/Block/Lot - Indicate your exact property location.
*Complete Terrazas Address - State the full property address.
This confirms ownership and residency within the village.

2. Association Member Information

This section must be filled out by the Association Member whose name appears on the Transfer Certificate of Title of the Property.
Provide the needed information indicated in this form.
If the property is registered under a corporation, please fill-out MIS for corporate members

3. Association Member Spouse

If married, fill in your spouse's details.

4. Immediate Family Members of First Degree of Consanguinity and Affinity

Please fill-out the details of your relatives such as parents and children, to whom you are authorizing access to your property.
You may also tick the box beside their name if you are authorizing them to endorse visits to your property on your behalf.

5. Immediate Family Members of Second Degree of Consanguinity and Affinity

Please fill-out the details of your relatives such as siblings, grandparents and grandchildren to whom you are authorizing access to your property.

Note:

All members and their immediate family must attach a valid government ID with photo together with this MIS.
Please note that any individual whose name is not reflected in this MIS shall automatically be treated as guest.
Personal information collected during the registration process shall be handled in accordance with data protection laws and village privacy policies. Information will only be used for the purpose of updating the Association records and will not be shared with third parties without consent, except as required by law.
For any concerns or clarifications regarding the completion of this form, you may contact the Property Management Office (PMO) directly.

6. Acknowledgement

Review all entries to ensure completeness and accuracy. Affix your signature and date at the bottom of the form.

7. Submission

Submit the accomplished form to the Property Management Office (PMO) either personally or via official email - terrazasdepuntafuegovhai@gmail.com.
Submit with the requirements such as valid government issued ID's and other Legal Documents (if applicable).