



## Notice

### Subject: Move-In and Move-Out Guidelines for Short-Term and Long-Term Rentals

Dear Valued Owners and Tenants,

We would like to bring to your attention the updated guidelines regarding **Move-In** and **Move-Out** procedures for all properties managed by Sigma Homes OAMS]. These policies aim to ensure smooth operations and maintain the security and cleanliness of our communities.

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#### Move-In and Move-Out Guidelines

##### For Long-Term Rentals:

1. **Notice Period:**
  - Tenants and owners must notify the management office **at least 7 business days** before the intended move-in or move-out date.
  - Complete the **Move-In/Move-Out Request Form** available at our management office or via our online portal.
2. **Required Documents:**
  - For Move-In:
    - Valid tenancy contract.
    - Tenant's ID copy (Emirates ID and Passport).
    - NOC from the landlord, if applicable.
  - For Move-Out:
    - Clearance of service charges or any dues.
    - Signed property condition report (if applicable).
3. **Access and Logistics:**
  - Coordinate with the management for elevator booking, especially for properties with limited facilities.
  - Ensure no obstructions are caused to common areas during the moving process.
4. **Charges and Deposits:**
  - A refundable AED1000 **Move-In/Move-Out Deposit** may apply for property damage coverage.

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##### For Short-Term Rentals:

1. **Notice Period:**
  - Notify management at least **48 hours** prior to any tenant's move-in or move-out.
2. **Required Documentation:**
  - Submission of tenant IDs and a copy of the short-term rental agreement.
  - NOC from the property owner.
3. **Access and Logistics:**
  - Ensure compliance with building security procedures for key handovers.
  - Maintain a noise-free and clean environment for other residents.



4. **House Rules:**

- Tenants must comply with the community's regulations, including garbage disposal, parking, and use of common facilities.

**Important Notes:**

- Non-compliance with these guidelines may result in **delays or denial** of move-in/move-out permissions.
- Any damages caused during moving will be assessed and charged to the responsible party.

For assistance or to submit the required documentation, kindly contact the management office at +971 45545670 or email us at [admin@sigmahomes.ae](mailto:admin@sigmahomes.ae)

We appreciate your cooperation in ensuring our communities remain well-organized and welcoming for all residents.

The Management  
Sigma Homes OAMS