

**PEARL GARDEN RESORT APARTMENT**  
**BUILDING MANAGEMENT**

Jl. Jend. Gatot Subroto Kav. 5-7, Karet Semanggi, Setiabudi, Jakarta 12930

Email: [info@pearlgarden.id](mailto:info@pearlgarden.id) Website: [www.pearlgarden.id](http://www.pearlgarden.id)



No: 068/BM.PGRA/ALL/CR/X/2022

Jakarta, 12 Oktober 2022

Kepada Yth. /To:

**Seluruh Pemilik & Penghuni / All Owners & Tenants**

Pearl Garden Resort Apartment,

Di tempat

**Hal: PEMUKTAHIRAN DATA PENGHUNI**

Dengan hormat,

Bersama ini kami informasikan bahwa Manajemen akan melakukan Pemutakhiran Data Penghuni dan Pemilik Pearl Garden Resort Apartment untuk itu kami kirimkan FORM DATA PENGHUNI untuk dapat diisi. Setelah melengkapi/mengisi Form Data Penghuni tersebut dapat dikembalikan ke kantor Manajemen di Lt B1 atau Reception Desk paling lambat 31 Oktober 2022.

Jika ada pertanyaan silahkan menghubungi ke Tenant Relation di nomor 021-57945045 atau email: [tr@pearlgarden.id](mailto:tr@pearlgarden.id).

Atas perhatian dan kerjasamanya kami ucapkan terima kasih

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**Subject: RESIDENT DATA UPDATE**

*Dear Madam & Sir,*

*We would like to inform you that Management will update data all Residents and Owners of Pearl Garden Resort Apartment. Therefore, we will send you the RESIDENT DATA FORM for each unit. After filling the Resident Form, kindly please return it to the Management Office B1 Fl., before October 18<sup>th</sup> 2022.*

*Should you have any questions or comments please do not hesitate to contact to our Tenant Relation – at 021-57945045 or email: [tr@pearlgarden.id](mailto:tr@pearlgarden.id).*

*We thank you for your understanding and good cooperation.*

Hormat kami / *Sincerely Yours,*

 

**Agnes Jocellia,**  
Building Manager



**DATA PEMILIK DAN PENGHUNI**  
**OWNER AND TENANT DATA**

**OWNER DATA**

Unit No : Tower \_\_\_\_\_ Unit \_\_\_\_\_  
 Company Owner Name : \_\_\_\_\_  
 Personal Owner Name : \_\_\_\_\_  
 Gender : \_\_\_\_\_  
 Nationality : \_\_\_\_\_  
 Marital Status : \_\_\_\_\_  
 Occupancy Status : \_\_\_\_\_  
 Phone No : \_\_\_\_\_  
 Email : \_\_\_\_\_

Correspondence Address for Management Information 

|               |
|---------------|
| House/Rumah   |
| Office/Kantor |

Correspondence address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TENANT DATA** ( Occupancy status : Owned  Leased  )

Same as OWNER DATA above  
 Unit No : Tower \_\_\_\_\_ Unit \_\_\_\_\_  
 Tenant's Name : \_\_\_\_\_  
 Gender : Male  Female   
 Nationality : \_\_\_\_\_  
 Marital Status : \_\_\_\_\_  
 Phone No : \_\_\_\_\_  
 Email : \_\_\_\_\_  
 Company Name : \_\_\_\_\_

Correspondence Address for Management Information 

|               |
|---------------|
| House/Rumah   |
| Office/Kantor |

Correspondence address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Move in Date : \_\_\_\_\_  
 Emergency Phone No : \_\_\_\_\_  
 (Outside apartment)  
 Lease Period : \_\_\_\_\_ To \_\_\_\_\_  
 (Please attach copy of lease agreement)  
 Lease Agent Company : \_\_\_\_\_  
 Lease Agent PIC & Phone No : \_\_\_\_\_

**FAMILY MEMBER'S**

| Name | Date of Birth | Relation | Remark |
|------|---------------|----------|--------|
|      |               |          |        |
|      |               |          |        |
|      |               |          |        |
|      |               |          |        |

**EMPLOYEE (MAID, DRIVER, BABY SITTER, ETC.)**

| No | Name | ID No. No. KTP | Remark |
|----|------|----------------|--------|
|    |      |                |        |
|    |      |                |        |
|    |      |                |        |

**VEHICLE (CAR, MOTOR CYCLE, BIKE, ETC.)**

| No | Merk & Color | Plat No. | Remark |
|----|--------------|----------|--------|
|    |              |          |        |
|    |              |          |        |
|    |              |          |        |

**CARD ACCESS**

1 ..... 3 ..... 5 ..... 7 .....  
 2 ..... 4 ..... 6 ..... 8 .....

Date : \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_  
 Note : Please attach copy of KTP/SIM/KITAS/PASPOR/STNK & (Copy AJB/SERTIFIKAT for owner)

|  |   |   |
|--|---|---|
| Applied By<br><i>Owner</i><br><br>Name : _____<br>Date : _____ | Approved By<br><i>Tenant Relation</i><br><br>Name : _____<br>Date : _____ | Approved By<br><i>Property Management</i><br><br>Name : _____<br>Date : _____ |
|--|---|---|