

Requirements for New Service Connections:

1. Accomplished Application Form (Contract for Water Service Connection)
2. Contract for Water Service Connection should be notarized and the notarial fee shall be paid by the applicant
3. Php 3,000.00 installation fee.

Requirements for the Change of Concessionaires Registered Name

1. In case of death of registered concessionaire's:
 - a. Letter request for the change of concessionaires registered name
 - b. Present machine copy of Death Certificate
 - c. Sign a new Contract for Water Service Connection
 - d. Contract for Water Service Connection shall be notarized and the notarial fee shall be paid by the applicant.

2. Permanently Transfer of Residence and other circumstances:
 - a. Letter request for the change of concessionaires registered name
 - b. Waiver from the registered concessionaire's
 - c. Sign a new Contract for Water Service Connection
 - d. Contract for Water Service Connection shall be notarized and the notarial fee shall be paid by the applicant.