

WATER AND SEWERAGE AUTHORITY

APPLICATION FOR DISCONNECTION BY REQUEST



Please Complete Form In **BLOCK LETTERS**

The Disconnection fee of **\$312.00** must be paid, in addition to all outstanding arrears. Payments must be made by cash, linx or certified cheques only.

SECTION A - APPLICANT INFORMATION

ACCOUNT NUMBER **CASE ID**

NAME OF APPLICANT
 Surname _____ First name _____ Other _____

PROPERTY OWNER
 Surname _____ First name _____ Other _____

Telephone Contact (1) _____ **Telephone Contact (2)** _____

E-mail Address _____

Notice : By providing your contact details, you agree that the Water and Sewerage Authority ("the Authority") may use your mobile number or email address to send you automated alerts and important notifications regarding your account, service interruptions, or billing matters via SMS, WhatsApp, or email.

SECTION B - PROPERTY ADDRESS

Building No. _____ Apt. No. _____ Postal Code _____ Lot ____ LP ____ Mile Mark _____

Street _____

Town _____

MAILING ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

Building No. _____ Apt. No. _____ Postal Code _____ Lot ____ LP ____ Mile Mark _____

Street _____

Town _____

SECTION C - PREMISE DETAILS

Select ALL where applicable

Type of Property Vacant Land Completed Building/ Apartment(s) Building Under Construction

Is Property Occupied? Yes No

NAME OF OCCUPIER
 Surname _____ First Name _____ Other _____

Type of Activity Domestic School Charitable Place of Worship
 Business Gov't Office Agricultural Development

Are you VAT registered? Yes No If yes, VAT No. _____

Is property part of a Housing Development? Yes No

Do you have a Swimming Pool? Yes No

SECTION D - SERVICE DETAILS

Type of Service Unmetered Metered

How do you receive water? Stand pipe Internally Spring / Well
 Yard Tap Truck Borne Other(mixed)

Is property within 45 metres (150ft) of sewer mains? Yes No

If land only, state whether within quarter mile radius of a public stand pipe Yes No

DECLARATION

I/Wethe Tenant/Agent/Owner certify that the information above is true and correct to the best of my knowledge and ability. I/We agree that if the above information is found to be false or misleading that I/We shall indemnify the Water and Sewerage Authority from all claims, actions and demands arising therefrom.

ID/ DP/ PASSPORT NO.: _____ **ID/ DP/ PASSPORT NO.:** _____

_____ **Customer Name** (BLOCK LETTERS) _____ **Customer Signature** _____ **Date** _____

_____ **Customer Service Representative** _____ **Supervisor Signature** _____ **Date** _____

REQUESTING FOR DISCONNECTION?

YOU ARE REQUIRED TO SUBMIT...

- A COMPLETED DISCONNECTION BY REQUEST APPLICATION FORM. FORMS CAN BE ACCESSED AT ANY **WASA** CUSTOMER SERVICE CENTRE OR ONLINE AT www.wasa.gov.tt 
- A CERTIFICATE OF PAYMENT (C.O.P.) FROM THE DISTRICT REVENUE OFFICE, THE CITY/ BOROUGH CORPORATION
- A WRITTEN REQUEST TO THE MANAGER, CUSTOMER BUSINESS SERVICES FOR DISCONNECTION OF SERVICE STATING REASON FOR DISCONNECTION.
- PAY OUTSTANDING RATES PLUS DISCONNECTION FEE OF **\$312.00**.
- TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT)
- A SKETCH SHOWING CLEAR DIRECTIONS AND IF THERE IS A STRUCTURE ON THE PROPERTY 
- A COPY OF REGISTERED DEED FOR PROPERTY
- A STATUTORY DECLARATION (FORMAT AVAILABLE AT CUSTOMER SERVICE CENTRES OR VIA www.wasa.gov.tt)
- IF APPLICANT IS NOT THE PROPERTY OWNER**
 - A LETTER OF AUTHORIZATION IS REQUIRED IF APPLICANT IS NOT THE PROPERTY OWNER.
 - TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT)
 - IF THE OWNER RESIDES ABROAD; A NOTARY PUBLIC OR NOTIFICATION CERTIFICATE IS REQUIRED
 - THE REQUEST WILL ONLY BE FACILITATED IF THE PROPERTY IS **VACANT**
 - TO HAVE THE SUPPLY RECONNECTED; A WRITTEN REQUEST PLUS A PAYMENT OF **\$188.00** IS REQUIRED.
- CORPORATE ENTITY TRANSACTIONS**
 - SUBMIT CERTIFICATE OF INCORPORATION SHOWING ALL THE DIRECTORS
 - SUBMIT A CERTIFICATE OF AMENDMENT AND ARTICLES OF AMENDMENT (IF THERE IS ANY CHANGE)
 - TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT) FOR ONE (1) DIRECTOR AND CORPORATE OFFICER AUTHORIZED TO CONDUCT BUSINESS ON BEHALF OF CORPORATE ENTITY
 - THE ONE (1) DIRECTOR AND CORPORATE OFFICER CAN APPOINT A THIRD PARTY/REPRESENTATIVE WHO MUST PROVIDE TWO (2) VALID FORMS OF PICTURE IDENTIFICATION

ALL PAYMENTS MUST BE MADE BY CASH, CERTIFIED CHEQUE, CREDIT/ DEBIT CARD

CUSTOMER BUSINESS SERVICES CENTRES

Head Office: Farm Road, St Joseph: 662-2302 Ext 2659/ 2672
Kew Place: Phillip Street, Port Of Spain – 662-2302 Ext 4611/ 4612/ 4613
Arima: O'Meara Plaza, O'Meara Road – 662-2302 Ext 6081/ 6082/ 6083
Chaguanas: Corner, Manic Street & Market Street – 662-2302 Ext 6304/ 6305/ 6308/11
San Fernando: Mon Chagrin Street – 662-2302 Ext 6189/ 6115
Princes Town: King Street – 662-2302 Ext 6850/ 6851
Point Fortin: Guapo Main Road – 662-2302 Ext 4910/ 4911
Trincity: Golden Grove Road, Arouca – 662-2302 Ext 5390/ 5391/ 5392
Tobago: Crooks River, Scarborough – 639-5152, 639-5056 Ext 6815/ 6816