

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

NAME OF APPLICANT
Surname _____ First name _____ Other _____

PROPERTY OWNER
Surname _____ First name _____ Other _____

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

E-mail Address _____

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