

WATER AND SEWERAGE AUTHORITY

APPLICATION FOR DISCONNECTION BY REQUEST



Please complete this 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.

NAME OF APPLICANT
Surname First name Other

PREMISE DETAILS No. Lot LP Mile Mark

Street

Street

Town/ City

MAILING ADDRESS No. Lot LP Mile Mark

Street

Town/ City

Telephone Contact (1) **E-mail Address** _____

Telephone Contact (2) @ _____

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

Type of Service Unmetered Metered

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

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

Do you have a swimming pool? Yes No

Is property part of a Housing Development? Yes No

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

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?

THEN 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 
- AN UP TO DATE **ORIGINAL** CERTIFICATE OF PAYMENT (C.O.P.) FROM THE DISTRICT REVENUE OFFICE OR CERTIFICATE OF ASSESSMENT (C.O.A) FROM THE CITY/ BOROUGH CORPORATION **(NOT OLDER THAN THREE (3) MONTHS)**
- A WRITTEN REQUEST TO THE MANAGER, CUSTOMER BUSINESS SERVICES FOR DISCONNECTION OF SERVICE STATING REASON FOR TERMINATION.
- 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) 
- NOTE:**
 - A LETTER OF AUTHORIZATION IS REQUIRED IF APPLICANT IS NOT THE PROPERTY OWNER.
 - THE REQUEST WILL ONLY BE FACILITATED IF THE PROPERTY IS **VACANT**
 - TO HAVE THE SUPPLY RECONNECTED A PAYMENT OF **\$188.00** IS REQUIRED.
- IF CONDUCTING TRANSACTION ON BEHALF OF A COMPANY**
 - SUBMIT CERTIFICATE OF INCORPORATION SHOWING ALL THE DIRECTORS
 - A COPY OF COMPANY'S BY LAWS/RESOLUTION
 - TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT) FOR TWO (2) OFFICERS AUTHORIZED TO CONDUCT BUSINESS ON BEHALF OF COMPANY
 - THE TWO (2) OFFICERS 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: Sorzano Street – 662-2302 Ext 6081/ 6082/ 6083

Couva: Corner, Millard Street & Southern Main Road – 662-2302 Ext 4907/ 4908

Chaguanas: Corner, Manic Street & Market Street – 662-2302 Ext 6304/ 6305/ 6308/11

San Fernando: Mon Chagrin Street – 662-2302 Ext 6189/ 6115

Penal: Dookie Street – 662-2302 Ext 4930/ 4931

Princes Town: King Street – 662-2302 Ext 6850/ 6851

Sangre Grande: River Street – 662-2302 Ext 4870/ 4871/ 4872/ 4873

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