

REQUIREMENTS FOR THE PROCESSING OF NEW WATER SERVICE CONNECTION APPLICATION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR PRINCIPAL:	
1. 2X2 ID Picture (1 PC.)	Photo Shop/ Photo Studio
2. Valid Government-issued ID (1 Photocopy)	GSIS, SSS, COMELEC, BIR, PhilHealth, Post Office, DFA, Pag-Ibig, PRC, LTO, PSA
3. Barangay Certificate (1 Original Copy)	Barangay Hall
4. Proof of Ownership (whichever is applicable) <ul style="list-style-type: none"> a) Land title (1 Photocopy) b) Notarized Deed of Sale/ Contract to Sell (1 Photocopy) c) Certification from Developer/ NHA/ City Housing (1 Original Copy) *With Land title (1 photocopy) d) Certification from the government institution signed by its Head of Office (applicable for applicants under government institution) (1 Original Copy) *With Land title (1 photocopy) e) Waiver Form 	Register of Deeds Vendor of property Developer of the Applicant's Property/NHA/ City Housing Government Institution Public Assistance and Complaints Desk (PACD) SICIWA Office (Commercial Division)
5. Vicinity map or Sketch plan (1 photocopy)	Developer of the Applicant's Property/ Applicant
6. Identify the neighbor w/ water connection (Account name)	Applicant's neighbor on the property
FOR TENANT:	
1. Authorization letter issued by the property owner to the tenant (1 Original Copy)	Property Owner

2. Valid Government-issued ID of the property owner (1 Photocopy)	Property Owner
3. Notarized Lease of Contract if commercial establishment (1 Photocopy)	Property Owner
FOR REPRESENTATIVE:	
1. Valid Government-issued ID of the representative (1 photocopy)	GSIS, SSS, COMELEC, BIR, PhilHealth, Post Office, DFA, Pag-Ibig, PRC, LTO, PSA
2. Notarized Authorization letter or Special Power of Attorney (SPA) (1 photocopy)	Notary Public/Law Firm