



REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
 40 J. Miranda Avenue, Naga City
 473-8438/ 0919-648-6369/ 0927-463-5596

ADMINISTRATION AND FINANCE GROUP
 COMMERCIAL SERVICES DEPARTMENT
 CUSTOMER SERVICES DIVISION

WATER SERVICE RECONNECTION APPLICATION

Please complete all sections of this application

AIO NO.:

DATE:

APPLICANT'S NAME [Last Name, Given Name, Name Extension, Middle Name/ Name of Institution]	ACCOUNT NO.	CONTACT NO.

I HEREBY APPLY FOR WATER SERVICE RECONNECTION LOCATED AT

REASON FOR DISCONNECTION

DEFAULT IN PAYMENT OF WATER BILL AS PER REQUEST OF THE CUSTOMER COMMISSION OF ILLEGAL ACTS

TERMS AND CONDITIONS

I hereby certify that I have no previous or outstanding accounts with the District, the former National Waterworks and Sewerage System (NAWASA) or the Metropolitan Waterworks and Sewerage System (MWSS).

I hereby grant the District unrestricted access to my lot, property, residence or structure to enable them to effectively perform their official duties;

I understand that a **TEN (10%) PERCENT LIABILITY CHARGE** shall be imposed on an unpaid current bill a day after the due date lapses;

I understand **THAT FAILURE TO RECEIVE A BILL DOES NOT RELIEVE ME FROM LIABILITY**;

I am willing to abide to whatever subsequent water rate increase that might be imposed. **THAT SHOULD I DEFAULT IN THE PAYMENT OF ANY OF MY MONTHLY WATER BILL, THE DISTRICT, WITHOUT PRIOR NOTICE, IS AUTHORIZED TO DISCONNECT MY SERVICE LINE WITH OR WITHOUT MY PRESENCE AFTER THE PRESCRIBED PERIOD REFLECTED IN THE WATER BILL**;

I agree to notify the District when, as owner, I transfer the ownership of the lot, property, residence or structure where the water service connection is situated or when as a tenant, I am set to vacate the premises and completely settle any outstanding or current account I have with the District;

I understand that **NO ONE EXCEPT THE DISTRICT** shall at any time and in any manner operate, interfere or tamper with any part or component of the entire Metropolitan Naga Water District water-supply system. Violators shall be subjected to the sanctions of Section 31 (d) of the Provincial Water Utilities Act of 1973, as amended, and the Water Crisis Act and relevant provisions of the MNWD Utility Rules and Regulations and shall also be subjected to pay for any damage inflicted on affected MNWD properties;

I understand that the District shall not be responsible for any form of liability arising from low or high water pressure conditions, water-quality degradation or any interruption of water service that may occur and to disconnect the water service connection upon violation of any of the term in the Water Service Contract;

I will conform to all the utility rules and regulations and implementing guidelines of the Metropolitan Naga Water District now existing or which may hereafter be issued or promulgated;

I agree to abide with all the foregoing.

APPLICANT	LOT OWNER/TENANT/ADMINISTRATOR	HOUSE/BUILDING OWNER/TENANT/ADMINISTRATOR
Signature over Printed Name	Signature over Printed Name	Signature over Printed Name

Please do not write below this line [to be filled-up by MNWD personnel]

REQUIREMENTS	A. PROOF OF OWNERSHIP (PHOTOCOPY)	C. WITH NO PROOF OF OWNERSHIP (ORIGINAL COPY)
<input type="checkbox"/> Photocopy of any valid ID w/ picture of the applicant or his/her authorized representative with three specimen signatures. <input type="checkbox"/> Photocopy of any valid ID w/ picture of the lot owner or his/her authorized representative with three specimen signatures. <input type="checkbox"/> Duly Notarized Special Power of Attorney (SPA) or Authorization Letter <input type="checkbox"/> Any valid ID w/ picture and signature of representative from the immediate family who is within the 3rd degree of affinity or consanguinity (PHOTOCOPY) <input type="checkbox"/> CERTIFICATE of Birth, Death, Marriage, Extra-Judicial Settlement, Last Will & Testament, Deed of Assignment, Acknowledgement Receipt and Secretaries Certificate to determine authority of signatories. Name of Representative : _____ Relationship : _____	<input type="checkbox"/> ORIGINAL CERTIFICATE OF TITLE (OCT) <input type="checkbox"/> TRANSFER CERTIFICATE OF TITLE (TCT) <input type="checkbox"/> CERTIFICATE OF AWARD for Urban Poor Development Program, Project/Relocation Sites <input type="checkbox"/> CLOA (Certificate of Land Ownership Award) under Comprehensive Agrarian Reform Program (CARP) B. OTHER PROOF OF OWNERSHIP (PHOTO COPY) <input type="checkbox"/> TAX DECLARATION (TD), in the name of the applicant - current year <input type="checkbox"/> DEED OF SALE with OCT, TCT or TD in the name of the previous owner <input type="checkbox"/> CONTRACT TO SELL with OCT, TCT or TD in the name of the previous owner <input type="checkbox"/> DEED OF DONATION with OCT, TCT or TD in the name of the donor	<input type="checkbox"/> AFFIDAVIT OF UNDERTAKING (Notarized) <input type="checkbox"/> BARANGAY CERTIFICATION (Signed) <input type="checkbox"/> Brgy. Clearance & Certificate of Residency <input type="checkbox"/> FORECLOSED PROPERTY CERTIFICATION from Bank, SSS, GSIS, PAG-IBIG and others <input type="checkbox"/> CERTIFICATION for LGU-Assisted Applicants <p style="text-align: center;">GUARRANTY DEPOSIT</p> <input type="checkbox"/> Residential P 1,000.00 <input type="checkbox"/> Commercial P 2,000.00

DISCONNECTION DATE	ILLEGAL CONNECTION	VALIDATED
	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	TEEJAY ALTAIR A. TORMES Utilities/Customer Service Assistant B

STATEMENT OF ACCOUNT		
PARTICULARS	AMOUNT	REMARKS
RECONNECTION CHARGES	P 500.00	
WATER CONSUMPTION ASSESSMENT		
FINE		
OTHERS		
TOTAL	P _____	
PAID UNDER OR No./ DATE		

PREPARED	RECOMMENDING APPROVAL	APPROVED
SILVE B. CAO CUSTOMER SERVICE ASSISTANT D	CHERRY GRACE R. REGMALOS SUPERVISING UTILITIES CUSTOMER SERVICE OFFICER	RICARDO B. FELIX III DIVISION MANAGER A