**REGISTRATION PROCESS FOR NEW WATER CONNECTION**

**PROCEDURE OF APPLICATION :**

* Go to New Connection window
* The applicant must fill-out the application form
* Present 1 valid ID
* The district will schedule on-site inspection for approval and

assessment

* Once approved, applicant must pay the new service connection fee of :

  ₧ 1,000 for registration + cost of materials

  Signed Contract for Water Service.

* After payment present OR and list of materials in the New connection window for installation schedule

**Application through representative:**

* Authorization letter
* Photocopy of owner’s ID

**For Renter/Lessee of a Privately-Owned lot/house**

* Lessors authorization letter
* Photocopy of Current and notarized Lease Contract
* Competent proof of identity of the signatory of the document (for verification purposes)
* 1 valid ID of the lessee

**2.WATER RATES :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cubic Meter | Residential/Gov’t | Commercial  B | Commercial A | Commercial | Bulk/  Wholesale |
| 0 -10 m³ | ₧ 160.00 | ₧ 240.00 | ₧ 280.00 | ₧ 320.00 | ₧480.00 |
| 11-20 m³ | 17.00/m³ | 25.50/m³ | 29.75/m³ | 34.00/m³ | 51.00/ m³ |
| 21- 30 m³ | 18.00/m³ | 27.00/m³ | 31.50/m³ | 36.00/m³ | 54.00/ m³ |
| 31-40 m³ | 19.00/m³ | 28.50/m³ | 33.25/m³ | 38.00/m³ | 57.00/ m³ |
| 41-50 m³ | 20.00/m³ | 30.00/m³ | 35.00/m³ | 40.00/m³ | 60.00/ m³ |
| 50 m³ – up | 21.00/m³ | 31.50/m³ | 36.75/m³ | 42.00/m³ | 63.00/ m³ |

**3. CLASSIFICATION OF CUSTOMERS :**

1. Residential – are consumers using water for domestic needs

2. Commercial B – establishments like:

* Sari-sari stores
* Vulcanizing and Repair shops

3. Commercial A – establishments like:

* Photo service
* Dental and Medical clinics
* Warehouses
* Groceries
* Gift shops
* Offices, including Government banks
* Drug stores
* Wholesale and rental outlets
* Furniture shops
* Fish and Meat stalls

4. Commercial - establishments like:

* Rest houses
* Hotels, Lodges , et,al
* Hospitals whether public or private
* Cafeteria managed by cooperatives, corporation, etc.
* Ice cream parlors
* Beer houses,Bars,Night clubs and Disco pubs
* Restaurant/Carinderias
* Gasoline stations
* Bus stations and/or terminals
* CHB and concrete products manufacturer
* Theathers
* Confectioneries and Bakeries
* Ice plants
* Private schools
* Boarding houses
* Billiards halls and other games and entertainment places

5. Bulk/Wholesale - Any user who sells or supplies water to others

6. Government – government establishments and agencies not

classified as Commercial

**4. PENALTY FOR LATE PAYMENTS :**

10% penalty is imposed on current bill for late payment

All consumers with arrears aging of 60days and above will be

disconnected

Due dates and disconnection notice is included on the water bill

**5. FOR DYSFUNCTIONAL AND BROKEN METERS :**

Computation on average of previous three ( 3 ) months consumption before meter was confirmed dysfunctional or broken and defective.

**VIOLATION AND OTHER FEES**

1. METER TAMPERING:

***Residential Commercial***

1st Offense ₧ 1,500.00 ₧ 3,000.00

2nd Offense ₧ 2,000.00 ₧ 4,000.00

3rd Offense ₧ 3,000.00 ₧ 6,000.00

4th and Final Offense Permanent disconnection and a case will be filed in court.

2. ILLEGAL CONNECTION:

***Residential Commercial***

1st Offense ₧ 2,500.00 ₧ 3,500.00

2nd Offense ₧ 3,500.00 ₧ 6,500.00

3rd and Final Offense Permanent disconnection and a case will be filed in court.

3. OTHER ROUTINARY FEES :

Relocation fee - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -₧ 200.00

Reconnection fee :

 Voluntary disconnection with no outstanding account - - - - - - ₧ 200.00

 Disconnection with outstanding account - - - - - - - - - - - - - - - ₧ 400.00

**Play your part, be water smart**

**“Use Water Wisely”**