



APPLICATION FOR WATER SERVICE CONNECTION

Personal Information (*required fields)

Salutation (Mr / Ms / Mrs / Atty / Dr / Others)

First Name/Company Name*

Middle Name*

Last Name*

Suffix (Sr / Jr / II / Others)

Birth Date* (DD / MM / YYYY)

 / /

Gender*

Male Female

Address

Province*

City/Municipality*

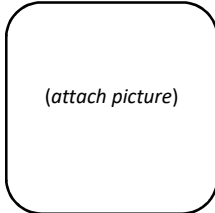
Barangay*

Subdivision/Condominium*

Sitio

Street No.

House/Building No.



Block No.

Floor No.

Lot No.

Unit No.

Details or Descriptions

Contact Details

Email Address*

Mobile No. 1*

Mobile No. 2

Telephone No.

Telefax No.

Contact Person (if company)

Type of Application

1. New Change of Ownership
 2. Ordinary Subdivision Condominium
 3. Personal Company

Billing Mode

Email Courier

Required Documents

- Barangay Clearance*
- Government ID*
- Location Map of the Connection* (attach drawing)
- TIN*

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(Change of Ownership Application)

- Proof of Ownership (Photocopy Deed of Sale, Title or Tax Declaration)
- Certification from the Previous Owner or Developer

Additional Requirements (subdivision & condominium application)

	Account Under Buyer / Owner's Name	Account Under the Developer's Name	Account Under a Tenant
Certification from the Developer	✓	✓	✓
Valid ID photocopy	✓	✓ (of representative)	✓ (of tenant & owner)
1x1 colored picture	✓	✓ (of representative)	✓ (of tenant & owner)
Plan indicating the Floor & Unit No. or Block & Lot No.	✓	✓	✓
Authorization Letter from the Owner			✓

WATER SERVICE CONNECTION AGREEMENT

The following are the terms and conditions in providing water service to the SUBSCRIBER:

- HELPMATE, INCORPORATED (the COMPANY) shall provide piped water supply to the premises indicated by the SUBSCRIBER in his application for water service. The applicable rate on water off-take shall follow the tariff prescribed by NWRB after adjustments for elevation and other enhancements at the supply point. Within fifteen (15) days after approval of this application, the applicant shall pay the installation fee.
- The COMPANY shall provide the water meter, materials and labor for the connection up to the water meter. Costs and expenses beyond the water meter including maintenance and repairs shall be for the responsibility and account of the SUBSCRIBER. SUBSCRIBER is required to install a shut-off valve immediately after the meter.
- All water passing through the meter shall be the basis of billing including water that may be lost due to leakage after the meter. Billing on water consumption shall be on monthly basis and shall be due in the following month as indicated in the billing statement. In case the meter is not functioning, not readable or inaccessible, the billing shall be based on the average monthly consumption of the SUBSCRIBER in the last three months.
- Service connection in elevated areas and points (condominiums, for example) requiring pressure booster shall be subject to elevation charge which is adjusted from time to time in keeping with the economic imperatives.
- A SUBSCRIBER may request meter accuracy testing once a year free of charge. More frequent testing within the year shall be subject to a fee.
- The COMPANY shall endeavor to provide a continuous supply of water; however, such supply may be interrupted at any time owing to unavoidable causes such as pipe rupture, equipment breakdown, maintenance works, safety measures, government intervention or force majeure, in which case the COMPANY shall not be liable for any loss that may be incurred by the SUBSCRIBER.
- Payment shall be remitted at the COMPANY office or any of its designated payment centers. Failure to receive the Billing Statement does not relieve the SUBSCRIBER of payment obligation. Water bills delivered to SUBSCRIBER are considered valid if no complaint is raised within 60 days upon

