

WATER AND SEWERAGE AUTHORITY

APPLICATION FOR A CLEARANCE CERTIFICATE



Please Complete Form In **BLOCK LETTERS**.

NON REFUNDABLE FEES: DOMESTIC & VACANT LAND - \$450.00 (VAT INCLUSIVE)
NON DOMESTIC - \$843.75 (VAT INCLUSIVE)

FOR OFFICIAL USE ONLY

CASE ID

SECTION A - APPLICANT INFORMATION

ACCOUNT ID

NAME OF APPLICANT
 Surname _____ First name _____ Other _____

PREVIOUS OWNER
 Surname _____ First name _____ Other _____

PROPERTY OWNER
 Surname _____ First name _____ Other _____

COMPANY NAME _____

Telephone Contact (1) _____ Telephone Contact (2) _____

E-mail Address _____ Would you like to receive E-bills? Yes No

SECTION B - PROPERTY ADDRESS

Building No. _____ Apt. No. _____ Postal Code _____ Lot _____ LP _____ Mile Mark _____

Street _____

Town _____

MAILING ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

Building No. _____ Apt. No. _____ Postal Code _____ Lot _____ LP _____ Mile Mark _____

Street _____

Town _____

SECTION C - PROPERTY DETAILS

Select ALL where applicable

Type of Property Vacant Land Completed Building Building Under Construction
 _____ % of Construction Completed
 Expected Completion Date: _____ Day/ Month/ Year

Type of Structure Single Unit Duplex Townhouse Condominium Apartment(s)

Type of Activity Domestic Industrial Gov't Office Place of Worship
 Cottage (Domestic & Commercial) Commercial School Charitable
 Agricultural
 Multi-use Domestic (State)
 (e.g. Restaurant/Car Wash/Lab/Guest House)

If Commercial/Cottage Activity (State) _____

Are you VAT Registered? Yes No If yes, VAT No. _____ Date: _____ Day/ Month/ Year

Is the property part of a development? Yes No

Name of Development _____

Do you have Town and Country Approval? Yes No **If yes, please provide copy.**

Do you have a WASA Completion Certificate? Yes No

SECTION D - SERVICE DETAILS

Type of Service Unmetered Metered

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

How do you receive water? Stand pipe Communal Tank Internally Spring / Well
 Yard Tap Other(State) _____

Is the property Disconnected? Yes No If yes, state date? _____ Day/ Month/ Year

Do you have a Swimming Pool? Yes No

SECTION E - DECLARATION




I/Wethe Tenant/Agent/Owner certify that the information above is true and correct to the best of my/our 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.

Agree

ID/ DP/ PASSPORT NO.: _____	ID/ DP/ PASSPORT NO.: _____	
Applicant Name (BLOCK LETTERS)	Applicant Signature	Date
Customer Service Representative	Supervisor Signature	Date

APPLYING FOR A CLEARANCE CERTIFICATE?

REQUIREMENTS

- A COMPLETED CLEARANCE APPLICATION FORM. FORMS CAN BE ACCESSED AT ANY **WASA** CUSTOMER SERVICE CENTRE OR ONLINE AT www.wasa.gov.tt 
- A CERTIFICATE OF PAYMENT (C.O.P.) FROM THE DISTRICT REVENUE OFFICE/THE CITY/ BOROUGH CORPORATION
- A SKETCH SHOWING CLEAR DIRECTIONS AND IF THERE IS A STRUCTURE ON THE PROPERTY
- A CADASTRAL MAP (**APPROVED/ STAMPED BY LAND AND SURVEYS**) FOR VACANT LAND WITH A WATER SERVICE CONNECTION
- YOUR PAID WASA BILL (IF ANY)
- TO PAY THE CLEARANCE FEE WHICH IS **NON-REFUNDABLE**
DOMESTIC & VACANT LAND COST - **\$450.00** (VAT INCLUSIVE)
NON DOMESTIC - **\$843.75** (VAT INCLUSIVE) 
- TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT) 
- AN **ORIGINAL COMPLETION CERTIFICATE** IN THE CASE OF A PRIVATE DEVELOPMENT
- IF APPLYING ON BEHALF OF THE PROPERTY OWNER**
 - A LETTER OF AUTHORIZATION IS REQUIRED
 - TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT)
 - IF THE OWNER RESIDES ABROAD; A NOTARY PUBLIC OR NOTIFICATION CERTIFICATE IS REQUIRED
- IF APPLYING ON BEHALF OF A REGISTERED COMPANY**
 - SUBMIT CERTIFICATE OF INCORPORATION SHOWING ALL THE DIRECTORS
 - SUBMIT A CERTIFICATE OF AMENDMENT AND ARTICLES OF AMENDMENT (IF THERE IS ANY CHANGE)
 - THE ONE (1) DIRECTOR AND CORPORATE OFFICER CAN APPOINT A THIRD PARTY/REPRESENTATIVE WHO MUST PROVIDE TWO (2) VALID FORMS OF PICTURE IDENTIFICATION
- IF PROPERTY IS METERED KINDLY ENSURE THAT THE METER IS ACCESSIBLE TO AVOID ANY DELAYS IN THE PROCESSING OF YOUR APPLICATION

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: O'Meara Plaza, O'Meara Road – 662-2302 Ext 6081/ 6082/ 6083
Chaguanas: Corner, Manic Street & Market Street – 662-2302 Ext 6304/ 6305/ 6308/11
San Fernando: Mon Chagrin Street – 662-2302 Ext 6189/ 6115
Princes Town: King Street – 662-2302 Ext 6850/ 6851
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