

WATER AND SEWERAGE AUTHORITY

CUSTOMER INFORMATION CHANGE FORM

NAME/ PROPERTY ADDRESS/ MAILING ADDRESS



Please Complete Form In BLOCK LETTERS

✓ TICK APPROPRIATE BOX(ES) AND COMPLETE RELEVANT SECTIONS

| | |
|-------------------------|--------------------------|
| NAME CHANGE | <input type="checkbox"/> |
| PROPERTY ADDRESS CHANGE | <input type="checkbox"/> |
| MAILING ADDRESS CHANGE | <input type="checkbox"/> |

FOR OFFICIAL USE ONLY

CASE ID: _____

APPLICANT INFORMATION

Name of Applicant _____
Surname First name Other

Property Owner _____
Surname First name Other

Company Name _____

Identification _____
National ID / Driver's Permit / Passport No. National ID / Driver's Permit / Passport No.

Phone Contact (1) **Phone Contact (2)**

E-mail Address _____

ACCOUNT INFORMATION

Account ID:

Previous Land & Building Number - **Current Land & Building Number** -

| | |
|--------------------|--|
| NAME CHANGE | <p>Requirements: Certificate of Payment from the District Revenue Office/City Hall or Borough Corporation, 2 valid copies of Picture Identification (National ID card, Driver's Permit or Passport), Copy of Registered Deed for Property/ Certificate of Amendment and an Articles of Amendment (for Corporate Entities) and Statutory Declaration. Non Refundable Payment Fee - \$95.00 (VAT INCL.)</p> <p>N.B. - Authorization is required if applying on behalf of Owner.</p> |
|--------------------|--|

Previous Land Owner(s) _____
Surname First name Other

Current Land Owner(s) _____
Surname First name Other

Previous Building Owner(s) _____
Surname First name Other

Current Building Owner(s) _____
Surname First name Other

| | |
|--------------------------------|--|
| PROPERTY ADDRESS CHANGE | <p>Requirements: 2 valid copies of Picture Identification (National ID card, Driver's Permit or Passport), TTPOST Postal Card. N.B. - Authorization is required if applying on behalf of Owner</p> |
|--------------------------------|--|

Previous Address Building No. _____ Apt. No. _____ Postal Code _____ Lot _____
 LP _____ Mile Mark _____
 Street _____
 City/ Town _____

New Updated Address Building No. _____ Apt. No. _____ Postal Code _____ Lot _____
 LP _____ Mile Mark _____
 Street _____
 City/ Town _____

MAILING ADDRESS CHANGE

Requirements: 2 valid copies of Picture Identification (National ID card, Driver's Permit or Passport), TTPOST Postal Card. **N.B. - Authorization is required if applying on behalf of Owner**

Previous Address Building No. _____ Apt. No. _____ Postal Code _____ Lot _____
 LP _____ Mile Mark _____
 Street _____
 City/ Town _____

New Updated Address Building No. _____ Apt. No. _____ Postal Code _____ Lot _____
 LP _____ Mile Mark _____
 Street _____
 City/ Town _____

DECLARATION

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

| | | |
|--|-----------------------------|-------------|
| _____ | _____ | _____ |
| Customer Name (BLOCK LETTERS) | Customer Signature | Date |
| _____ | _____ | _____ |
| Customer Service Representative | Supervisor Signature | Date |

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
Couva: Corner, Millard Street & Southern Main Road – 662-2302 Ext 4907/ 4908
Chaguanas: Corner, Manic Street & Market Street – 662-2302 Ext 6304/ 6305/ 6308/11
San Fernando: Mon Chagrin Street – 662-2302 Ext 6189/ 6115
Penal: Dookie Street – 662-2302 Ext 4930/ 4931
Princes Town: King Street – 662-2302 Ext 6850/ 6851
Sangre Grande: River Street – 662-2302 Ext 4870/ 4871/ 4872/ 4873
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