

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?

YOU ARE REQUIRED TO SUBMIT...

- 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
- 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
- A COPY OF REGISTERED DEED FOR PROPERTY
- A STATUTORY DECLARATION (FORMAT AVAILABLE AT CUSTOMER SERVICE CENTRES OR VIA www.wasa.gov.tt)
- 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)
 - TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT) FOR ONE (1) DIRECTOR AND CORPORATE OFFICER ARE AUTHORIZED TO CONDUCT BUSINESS ON BEHALF OF THE COMPANY
 - THE ONE (1) DIRECTOR AND CORPORATE OFFICER CAN APPOINT A THIRD PARTY/REPRESENTATIVE WHO MUST PROVIDE TWO (2) VALID FORMS OF PICTURE IDENTIFICATION

ALL PAYMENTS MUST BE MADE BY CASH, CERTIFIED CHEQUE, CREDIT/ DEBIT CARD

- NOTE:** IF PROPERTY IS METERED KINDLY ENSURE THAT THE METER IS **ACCESSABLE** TO AVOID ANY DELAYS IN THE PROCESSING OF YOUR APPLICATION

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