

**NEW REQUIREMENTS RELATIVE TO THE APPLICATION OF NEW
SERVICE CONNECTION PER BOARD RESOLUTION NO. 009
SERIES OF 2017
EFFECTIVE SEPTEMBER 1, 2017**

Requirements:

1. Valid Identification

- a. If transacted by Applicant:
 - *Original and photocopy of one (1) valid identification card with picture and signature
 - Barangay Clearance
 - Cedula
- b. If transacted by Representative
 - *Original and photocopy of representative's one (1) valid ID card with picture and signature
 - Original and photocopy of the Applicant's one (1) valid ID card with picture and signature
 - Authorization letter of the Applicant or Special Power of Attorney (SPA)
 - Barangay Clearance of Applicant
 - Cedula of Applicant
- c. If transacted by Corporate Representative
 - *Original and photocopy of representative's one (1) valid ID card with picture and signature
 - Authorization covered by a Board Resolution confirmed by Board Secretary

2. Proof of Ownership

- a. For Private Lot/Property (any of the following):
 - Photocopy of the Lot Title
 - Certified Copy of the Building Permit
- b. For Private Lot/Property with Pending Application for Title (any of the following):
 - Tax Declaration (land) Certificate issued by the Municipal Assessor's Office with Transfer Certificate of Title (TCT) number
 - Duly Notarized Deed of Sale/Donation
 - Duly Notarized Deed of Sale/Donation or Extra-Judicial Settlement of Estate; or in the absence of the aforesaid documents, all of the following must be submitted:
 - Death certificate (of the property owner)
 - Birth Certificate (of the heir)
 - Authorization to the heir/applicant for the application of water service connection by the remaining heirs (attached photocopy of one (1) valid ID card with picture and signature each of the remaining heirs)

- Certification from appropriate Housing Authority/developer attesting to the applicant's ownership of the property
- Contract to Sell
- Proof of latest billing of any Utility services i.e. Meralco, PLDT

- c. For Settlers in Government Property (all must be submitted):
 - Barangay Certification attesting that the lot is Government-owned
 - Notarized affidavit of undertaking
- d. For Corporate or Business Establishments (all must be submitted):
 - Lot Title (if owned), or Notarized Lease Contract (if rented)
 - Secretary's Certification and/or Board Resolution for Authorized Representative

Note: For Building Two-Storey and higher (all must be submitted):

- As-Built Plan or Site Development Plan with Vicinity Map
- Isometric Map with Pipe Sizes
- Plumbing Lay-out Plan signed and sealed by a Registered Master Plumber

*List of Valid ID cards that can be presented during Application:

1. Philippine Passport or Foreign Passport
2. Driver's License
3. Philippine Regulatory Commission (PRC) ID
4. NBI Clearance
5. Police Clearance
6. Postal ID
7. Voter's ID
8. Barangay Certification
9. GSIS ID
10. SSS Card
11. Overseas Workers Welfare Administration (OWWA) ID
12. Overseas Filipino Worker's (OFW) ID
13. Seaman's Book
14. Alien Certificate of Registration (ACR)/Immigrant Certification of Registration
15. Government Office and GOCC ID e.g. AFP ID, HDMF ID
16. Issued by the Government
17. DSWD Certificate
18. Major Credit Cards
19. BIR Taxpayer's ID
20. Firearms License
21. National ID
22. Work Permit

23. Diplomat ID
24. Philippine Leisure and Retirement Authority (PLRA) ID
25. Company IDs issued by private entities or institution, registered with or supervised or regulated either by the BSP, SEC or IC
26. PhilHealth Card
27. Immigrant Certificate of Registration
28. Other valid IDs issued by the Government and its instrumentalities e.g. DTI