THE WATER AND SEWERAGE COMPANY INC.

Tel: 457-3900 / 457-3901 Email: customerservice@wascosaintlucia.com

APPLICATION FOR CHANGE OF OCCUPIER/PROPRIETOR

Account Number: _____ **Bill Code:** _____ **Date:** _____

Tariff: Domestic [ ] Commercial [ ] Government [ ] Hotel [ ]
Services: Water [ ] Water and Sewer [ ]

Property Address: _____

PROPRIETOR DETAILS

Name: _____ **Signature:** _____
Sex: Female [ ] Male [ ]
Telephone Number: _____ **NIC/ID/DL #** _____
Postal Address: _____
Email Address: _____

OCCUPIER DETAILS

Name: _____ **Signature:** _____
Sex: Female [ ] Male [ ]
Existing Bill Code: _____ **NIC/ID/DL #** _____ **Telephone #** _____
Postal Address: _____
Email Address: _____
Move-in Date: _____

LOCATION

REVERT TO PROPRIETOR [ ]

Requested By (Print Name): _____
Signature : _____
Date : _____

Copies of both proprietor and occupier ID cards MUST be presented when submitting this form

For Official Use Only

_____ _____
Signature - Attending Officer **Date**

NEW OCCUPIER BILL CODE: _____ **ENTERED BY:** _____ **DATE:** _____
COMMENTS:

PLEASE TURN OVER

TERMS AGREEMENT FOR NEW PROPRIETOR OR NEW OCCUPIER

The applicant is deemed to have accepted the Water and Sewerage Company Inc.'s terms and conditions appropriate to the service provided as a result of this application.

I/We agree to pay on demand the full fees applicable to the services provided by the Water and Sewerage Company Inc., including all reconnection fees before service is reconnected after being temporarily disconnected for arrears or any other cause, for which the Company is not responsible. I/We agree to pay for the cost of reinstating the meter and / or service line should they be damaged by any party other than the Company's official. (The term "damaged" means the deliberate removal of the meter, the destruction of the meter and / or the line and the burying of the meter by gravel or concrete in such a way that it cannot be or is too costly to retrieve. Failure to pay may result in this Agreement being used to create a caution on the said property.

I/We understand that I am/we are bound by this agreement as long as the service line from the property is connected to the company's mains and for periods of temporary disconnection until the service is terminated by giving one month's notice in writing.

I /We agree that there will no re-imbursement of any fees paid to acquire this connection or will I/we be allowed to relocate this connection upon termination of my tenancy/ownership.

I/We agree that the account number assigned to me/us is correct and that WASCO is not responsible for any liability in the event the wrong account number is assigned by the proprietor.

Signature: …… **Date: …….**

Customer Status:

NEW PROPRIETOR [ ] **NEW OCCUPIER [ ]**

BALANCE AGREEMENT		
This is to certify that I have accepted responsibilty for the above account with the outstanding arrears of:		
$ _____ As at	_____	_____
BALANCE	BILL DATE	TENANT/ PROPRIETOR SIGNATURE

CUSTOMER REQUIREMENTS FOR CHANGE OF OCCUPIER/PROPRIETOR

1. **For new tenants:** Form to be completed by proprietor and tenant . Copies of both ID cards presented. The start reading and date of occupancy is to be recorded in the respective field.

2. **For new owners**: Land register not more than 30 days old to be presented along with completed form and a copy of your ID. The start reading and date of purchase to be recorded in the respective field.

3. **For companies**: Annual returns and Certificate of Incorporation to be presented. Company stamp(s) affixed. Status of the company representative signing the form to be stated and ID submitted.

4. **Unable to perform the transacation?** Please issue written authorisation and a copy of your ID to your representative. Your representative must also present their ID.

5. **Vacating the property?** Provide a picture of your final reading for final invoicing and payment. If you are a tenant, also fill this form to revert the account details to the owner's. If you have sold your property, also ensure the new owners transfer the account into their name or request for disconnection of the service.

6. **If the account holder is deceased**, provide the death certificate and evidence such as the Will to show that the account can be transferred into your name. Additionally the land register is required to confirm ownership by the deceased.

7. **When applying a change to a tenant's name**, please ensure that the correct account number is assigned to the tenant. This could be achieved by matching the meter to the respective apartment/house/commercial unit. If in doubt, please seek assistance from our representatives prior to submitting the form. In the event the wrong account number is assigned to the tenant as recorded and submitted on the change of name form by the proprietor or his/her representative, settlement and reconciliation of charges or payments rests between the proprietor and tenant. Please note that WASCO will not be responsible for any liability or inconvenience experienced from this occurrence.