***Orientation every Tuesday, 9:30 am at LEWADI Office***

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SERVICE APPLICANT

1. The applicant shall secure the following requirements:

BASIC REQUIREMENTS:

One (1) pc. Photocopy of valid or any Government issued ID w/ picture and signature

One (1) pcs 2 x 2 (recent) ID picture

Barangay Clearance

Location Sketch plan

ADDITIONAL REQUIREMENTS:

Photocopy of Lot title- *if applicant is the owner*

Consent/Authorization from lot/building owner (duly notarized) – *if applicant is renting/informal settler*

Affidavit of undertaking (duly notarized) - *if government property.*

Consent from the lot owner to install water facilities in his lot- *if service line passes through private lot*

Photocopy of Deed of Sale-*if property is newly acquired or letter of consent from previous owner*

Memorandum of Agreement for string connection (Form available at Customer Service Dept.)

Excavations permit (*if applicable*)

1. Submit requirements of Customer Service Asst. (front liner) and pay Inspection Fee to teller
2. Wait for the schedule first inspection to be done by Surveyor which will take 2-3 working days form payment of inspection fee. Then wait for the final inspection to be done by customer service asst. or Investigator, and will advise the applicant to pay the installation charges at the office.
3. Will pay installation fees at the office, and sign Service Application Contract.
4. Requested to bring the Service Application Contract to Customer Service Assistant for orientation of office policies and final approval of application contract. Receives copy of Service Application Contract.
5. Prepare the after the meter provision and wait for the scheduled installation, which normally takes within 2-3 working days from payment.
6. He shall sign the accomplished Maintenance and Construction Order to acknowledge of the work done

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