

CHANGE NAME OF SERVICE CONNECTION

Schedule of Availability of Service:

Monday to Friday

8:00 am to 5:00 pm with noon break

Who may Avail of the Service:

Those residents with water connection.

How to Avail of the Service:

1. Valid ID of old and new owner.
2. 2 pcs. 2x2 picture of new owner.
3. Community Tax Certificate of new owner.
4. Waiver that is already signed by both and new owner.

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Forms
1	Change Name	Change name to new owner	5 minutes	Mabel (CSR)	Php 100	Waiver
2	Signing of Contract	Assist customers in signing of contract by the new owner	5 minutes	Eirish (CSR)	Php 100 (notarial fee)	Revised Water Service Contract
3	Payment to the Collector	Issue official receipts for the total amount for the change name fee	5 minutes	Leo/Cherry (Collector)	Php 100 total amount for change name fee	Official receipt
END OF TRANSACTION						
<ul style="list-style-type: none"> • FORM IS AVAILABLE FREE OF CHARGE • DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES 						