

# RESIDENTIAL OWNERS & TENANTS

## STARTING NEW ELECTRICAL SERVICE



**COLDWELL BANKER**

ST. THOMAS REALTY

6200 Smith Bay, Ste 5  
St. Thomas, USVI 00802  
340.200.0100

EACH OFFICE IS INDEPENDENTLY OWNED AND OPERATED

All of these documents need to be sent to **Customer.Service@viwapa.vi**.

In order to contract for new service you will need to provide the following documents:

1. Proof of Ownership or Tenancy (Select 1)
2. Copy of Lease and/or Landlord's Verification Form
3. Copy of the Deed
4. Application (see attached)
5. Electrical Easement must be notarized (see attached) for real property not lease or condo
6. Valid Government-Issued Personal Identification of person signing application for service.
7. Previous account number or meter number.
8. A contact number to obtain payment.  
Deposit \$111.00 and \$30.00 service fee a total of \$141.00.

And it must be clear and legible copies **NO PICTURES PLEASE SCAN EMAIL YOUR DOCUMENTS** which can be emailed to the customer service address. If you are opening the account under an LLC please notify WAPA immediately so that they can provide the appropriate check list.



# VIRGIN ISLANDS WATER AND POWER AUTHORITY

P.O. BOX 1450,  
St. Thomas, Virgin Islands  
00804-1450  
TELEPHONE: (340) 774-3552

## CUSTOMER SERVICES

### Requirements for Contract Application **RESIDENTIAL ELECTRIC SERVICE - PERMANENT POWER**

To open an account for electrical service, the Authority has established the following requirements for permanent residential power.

- Proof of ownership or tenancy
  - a. Copy of lease
  - b. Recorded Deed and Landlord's Verification Form
- Valid government-issued personal identification of person signing application for service.
- Load Requirement Form must be submitted for large power residential service. The load requirement form is available at all WAPA Business Offices. Customers over 25kW qualify for large power rate. **(This is for new service that requires the meter to be installed.)**
- Department of Planning and Natural Resources' Certificate of Final Electrical Inspection is required for applicants of **new electrical service or if a substantial change has occurred to an existing service such as converting from construction meter to a residential meter.**
- Name of the former tenant/owner or meter number.
- Applicable Fees – Non-Refundable Service Fee (\$30) and Refundable Security Deposit (\$111.00 – minimum)
- Power of Attorney or notarized statement is required in those cases where one is acting as the agent of another.
- Electric Line Right of Easement permitting the installation and maintenance of electric service on the premises
- Physical Address of the property must be marked with permanent paint or stickers
- Meter Base must be marked with permanent paint stickers



**CUSTOMER SERVICE**

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## APPLICATION AND CONTRACT FOR SERVICE

All transactions can be done by contacting the office by phone or email.



340-774-3552 (STT/STJ) or 340-773-2250 (STX) Option 5



CUSTOMERSERVICE@VIWAPA.VI



WATER



ELECTRIC

PRINT NAME: \_\_\_\_\_

ADDRESS OF PREMISES TO BE SERVED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS TO WHICH BILL SHOULD BE MAILED IF DIFFERENT FROM ABOVE:

\_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

EMPLOYER'S TELEPHONE NUMBER: \_\_\_\_\_

FORMER OCCUPANT'S NAME: \_\_\_\_\_

METER NUMBER: \_\_\_\_\_

SERVICE FEES: REFUNDABLE DEPOSIT: \_\_\_\_\_

NON-REFUNDABLE SERVICE FEES: \_\_\_\_\_

The undersigned customer hereby authorizes and requests the VIRGIN ISLANDS WATER AND POWER AUTHORITY to furnish service for his/her use at any address which he/she may designate within the territory served by the said AUTHORITY, and agrees to pay for said service with the understanding that the furnishing of the service, the charges thereof and the time of payment thereof are to be in accordance with the AUTHORITY's rules and regulations and general terms and conditions on file with the PUBLIC SERVICE COMMISSION.

It is agreed that the AUTHORITY shall endeavor to furnish continuous service but does not guarantee uninterrupted service, and is not liable for any damage which the customer may sustain by reason of the failure or partial failure of the service or variation in service characteristics, whether caused by accident, repairs or other causes.

It is also agreed that the AUTHORITY is not liable for damages that may be incurred by the use of any service pipes, connections, instruments, services or any appliances, installed by or for the customer; nor is the AUTHORITY liable for damage that may be incurred due to the presence of the AUTHORITY's property on the customer's premises. The customer is encouraged to secure whatever protective equipment he/she deems advisable to protect any appliances, instruments, wiring, or other items which may be damaged by interruptions of or variations in utility service. In case the customer requires three phase electric service, the installation of proper protective equipment against single phase or phase reversal is the responsibility of the customer.

**CUSTOMER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# VIRGIN ISLANDS WATER AND POWER AUTHORITY

P.O. Box 1450  
St. Thomas  
U.S. Virgin Islands 00804-1450

P.O. Box 1009  
Christiansted, St. Croix  
U.S. Virgin Islands 00821-1009

## ELECTRIC LINE RIGHT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, (whether one or more) \_\_\_\_\_  
\_\_\_\_\_ (unmarried) (husband and wife) for a good and valuable consideration, the receipt  
whereof is hereby acknowledged, do hereby grant unto the Virgin Islands Water and Power Authority (hereinafter called "VIWAPA"), and  
to its successors or assigns, the right to enter upon the lands of the undersigned, situated on Estate \_\_\_\_\_ Metr.  
No. \_\_\_\_\_ Quarter, on the island of \_\_\_\_\_, Virgin Island of  
the United States, and to construct, reconstruct, rephase, repair, operate and maintain on the above-described lands, and/or in or upon  
all streets, roads or highways abutting said lands, and electric transmission and/or distribution line or system, to cut, trim and control the  
growth by chemical means, machinery or otherwise of trees and shrubbery located within ten feet of the center line of said line or system,  
or that may interfere with or threaten to endanger the operation and maintenance of said line or system (including any control of the growth  
of other vegetation in the right-of-way which may incidentally and necessarily result from the means of control employed); and to license,  
permit, or otherwise agree to the joint use or occupancy of the line or system by any other person, association or corporation, for  
electrification or telephone purposes.

The undersigned agree that all poles, wires and other facilities including any main service entrance equipment, installed on the  
above-described lands VIWAPA's expense shall remain the property of VIWAPA, removable at the option of VIWAPA, upon termination of  
service to or on said lands.

The undersigned covenant that they are the owners of the above-described lands and that the said lands are free and clear of  
encumbrances and liens of whatsoever character except those held by the following persons:

And any dower, courtesy, distributive share or homestead interest that the undersigned may have inconsistent with the rights herein above  
conferred is hereby relinquished and released to the extent necessary to permit the free enjoyment of said rights and to that extent only.  
In so doing, the undersigned do not deed away the ownership of the land.

IN WITNESS WHEREOF, the undersigned have set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(L.S.)

\_\_\_\_\_  
(L.S.)

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
VIRGIN ISLANDS OF THE UNITED STATES JUDICIAL DIVISION OF \_\_\_\_\_

Be it remembered that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me personally appeared  
\_\_\_\_\_ to me known or satisfactorily proven to be the person described in and  
who executed the foregoing instrument and he acknowledged the same to his own free and voluntary act for the use and purpose therein  
stated. And, thereafter, separate and apart and out of the sight and hearing of her husband, appeared \_\_\_\_\_  
his wife, who after being advised by me of the effect of the within instrument, acknowledged that she executed the same freely and  
voluntarily.

IN WITNESS WHEREOF, I have hereunto set my hand and seal notarial the day and year above written.

\_\_\_\_\_  
Notary Public