

RESIDENTIAL OWNERS & TENANTS

STARTING NEW WATER 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. Potable Water Inspector **ONLY COMPLETE THE TOP PORTION**
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. Water \$162.00

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.



CUSTOMER SERVICE

VIRGIN ISLANDS WATER AND POWER AUTHORITY

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

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 & POWER AUTHORITY

POTABLE WATER - INSPECTOR'S REPORT

A

CUSTOMER NAME _____ DATE _____

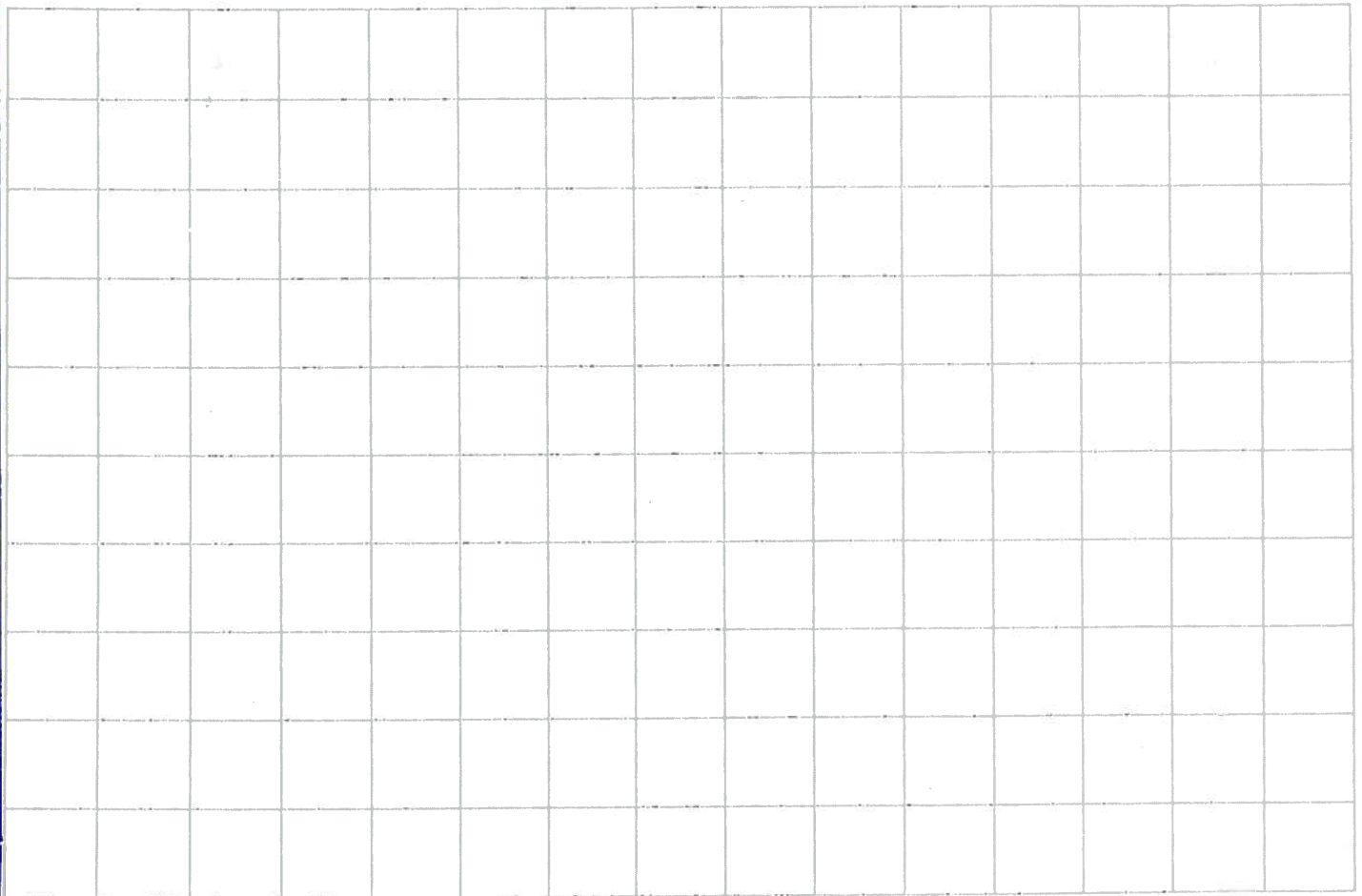
CUSTOMER IS PROPERTY OWNER Y N OWNER'S NAME _____ OWNER'S PHONE _____

SERVICE ADDRESS _____ MAILING ADDRESS _____

HOME PHONE _____ WORK PHONE _____

1. EXISTING METER BOX IS SUITABLE (INCLUDING CHECK AND SHUT OFF VALVE) FOR CUSTOMER CONNECTIONS AND NO ADDITIONAL WORK IS REQUIRED. IF ADDITIONAL WORK IS NEEDED - GO TO STEP 2.
2. SIZE OF NEAREST PIPE _____ INCHES. MATERIAL _____
 DISTANCE TO NEW CUSTOMER CONNECTION IS _____ FEET. SERVICE PRESSURE _____ lbs.
 TYPE OF PAVEMENT _____ CISTERN Y N EASEMENT NEEDED Y N
3. SKETCH PROPOSED SERVICE LINE FROM MAIN TO CUSTOMER CONNECTIONS. SHOW LANDMARKS SUCH AS BUILDING CORNERS, WALLS, FENCES, CURBS, ETC. AND MEASURED DISTANCES. NEW CUSTOMER'S PIPE IS TO BE INSTALLED AS SHOWN ON SKETCH. A MINIMUM OF TWO (2) DISTANCE TIES ARE NEEDED.

USE BALL POINT PEN ON A HARD SURFACE



4. INSPECTORS RECOMMENDATIONS: _____
5. EQUIPMENT NEEDED FOR JOB: _____
6. METER SIZE _____ 7. PREPARED BY: _____ DATE _____
SIGNATURE
8. REVIEWED BY & COPY RECEIVED BY: _____ DATE _____
CUSTOMER SIGNATURE
9. A. FOLLOW UP INSPECTION: CUSTOMER'S INSTALLATION IS CORRECT Y N , DATE _____ INSPECTOR _____
 B. FOLLOW UP INSPECTION: CUSTOMER'S INSTALLATION IS CORRECT Y N , DATE _____ INSPECTOR _____
10. APPROVED FOR INSTALLATION BY SUPERVISOR _____ DATE _____
AUTHORIZED SIGNATURE

C

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