

# COMMERCIAL OWNERS & TENANTS

STARTING NEW ELECTRICAL SERVICE



**COLDWELL BANKER  
COMMERCIAL**

**ST. CROIX  
REALTY**

5030 Anchor Way #12  
Christiansted, St Croix 00820  
1 340-778-7000

2 Strand Street  
Frederiksted, St Croix 00840  
1 340-642-3333

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. Load Requirement Form must be submitted. Form must be completed by a licensed electrician with their stamp/seal affixed and legible on the document.
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 us immediately so that we 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  
(340) 773-2250  
Option 5

## CUSTOMER SERVICES

### Requirements for Contract Application COMMERCIAL ELECTRIC SERVICE - PERMANENT POWER

To open an account for permanent commercial electrical service, the Authority has established the following requirements:

- Proof of ownership or tenancy
  - a. Copy of lease or deed
  - b. Landlord's Verification Form
- Valid government-issued personal identification of person signing application for service.
- Load Requirement Form** must be submitted. The load requirement form is available at all WAPA Business Offices. Customers over 25kW qualify for large power rate.
- Department of Planning and Natural Resources' **Certificate of Final Electrical Inspection** is required for applicants requesting new electrical service or if a substantial change has occurred to an existing service.
- Name of the former tenant/owner or meter number.
- Applicable Fees – Non-Refundable Service Fee and Refundable Security Deposit, both to be determined by the Load Requirement Form. (Minimum: Security Deposit is \$166.00)
- Electric Line Right of Easement** permitting the installation and maintenance of electric service on the premises. The Electric Line Right of Easement is available at all WAPA Business Offices.

- Physical address of the property must be visible and marked with permanent paint or stickers. Directions to the site must also be provided.
- Permanent Meter Base requirements must be met (see attached).
- Current Business License** bearing the business service address or proof of payment stating that the applicant has applied for the license. Non-profit Organizations are not required to produce a business license.
- Tax Identification Number

Commercial accounts shall be opened in the legal name of the business entity applying for electrical service. Depending on the structure of the business, the following **BUSINESS DOCUMENTS** are required:

- (1) Sole Proprietorships
  - a. Trade Name Registration or Renewal Trade Name Registration
- (2) Limited Liability Companies (LLCs)/Partnerships, LLPS, LPs
  - a. Certificate of Resolution/Notarized Authorization letter
  - b. Certificate of Formation or Certificate of Authority
  - c. Articles of Organization
  - d. Trade Name Registration or Renewal Trade Name Registration
- (3) Corporations and Cooperatives
  - a. Certificate of Resolution/Notarized Authorization Letter on Business Letterhead
  - b. Certificate of Formation or Certificate of Authority
  - c. Articles of Incorporation
  - d. Trade Name Registration or Renewal Trade Name Registration
- (4) Non-Profit Organizations (not required to provide a business license).
  - a. Certificate of Resolution/Notarized Authorization Letter on Business Letterhead
  - b. Articles of Incorporation
  - c. By-Laws
  - d. Tax Exemption Letter (evidencing non-profit status)

**PLEASE NOTE:**

All documents may be returned to the Authority by emailing same to **customer.service@viwapa.vi**.



**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 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