



### SERVICE APPLICATION AND CONSTRUCTION ORDER (SACO)

**APPLICANT**

✓

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Birthday (dd/mm/yy) ✓

Address: (Where service connection is to be installed)

✓ \_\_\_\_\_

Contact Nos. Home: ✓ \_\_\_\_\_

Office: ✓ \_\_\_\_\_ Cell Phone No.: ✓ \_\_\_\_\_

**Sketch of Service Connection**

✓

New  Additional \_\_\_\_\_  Transfer

Landmarks: ✓ \_\_\_\_\_

Neighbors: ✓ \_\_\_\_\_

**CONFORME**

I understand that the connection will not be made until it is approved and all charges are paid. I assume full responsibility for the meter and all water that passes through the meter. I will conform to the rules and regulation of City of Koronadal Water District.

✓ \_\_\_\_\_  
(Print Name & Sign)  
Applicant

I hereby bind myself to pay any unpaid water bills of the occupant in case he/she vacates the premises permanently.

✓ \_\_\_\_\_  
(Print Name & Sign)  
Property Owner

**DO NOT FILL-UP - FOR OFFICE USE ONLY**

WATER METER	WAREHOUSE
Brand: _____	SRS No.: _____
Meter No.: _____	Issued by: _____
Account #: _____	Date Issued: _____
Initial Reading: _____	<b>JOB CONTRACT No.</b> _____
Date Installed: _____	Issued to: _____
Installed by: _____	Date Issued: _____
_____	Instruction to Installer: _____
Name & Signature	_____

Photo copy of two (2) valid ID's

Drivers License

Proof of Billing

Barangay Certificate

Cedula

Postal ID

Passport / SSS / PHIC

Senior Citizen ID

Others: \_\_\_\_\_

\_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Inspection Report

Inspected By: \_\_\_\_\_

Estimated By: \_\_\_\_\_

Investigation of Applicant's Location:

System is Available  Yes  No

Availability of Applicant's Plumbing Installation:

Yes  No

Residential  Commercial \_\_\_\_\_

Industrial  Government \_\_\_\_\_

Size of Connection

1/2  3/4  Others \_\_\_\_\_

Type of Connection

Single  Dual

F-Type  Cluster

Estimates: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Installation Charges

Service Fee \_\_\_\_\_ P \_\_\_\_\_

Estimation/Application \_\_\_\_\_

Materials: \_\_\_\_\_

Notarial \_\_\_\_\_

Bond (if applicable) \_\_\_\_\_

Total Charges \_\_\_\_\_

Mode of Payment \_\_\_\_\_

OR Number \_\_\_\_\_

**Approved for Installation**

**REY J. VARGAS**  
General Manager

**THIS FORM IS NOT FOR SALE ( TO BE ACCOMPLISHED IN THREE (3) COPIES)**



**WATER SERVICE CONNECTION CONTRACT**

I/We, \_\_\_\_\_ of \_\_\_\_\_  
 an applicant for water service connection with the City of Koronadal Water District, do hereby agree that:

1. I/We shall conform to, and abide by the rules and regulations, policies appertaining to water services of the City of Koronadal Water District as may be set and approved by the Board of Directors of CKWD.
2. The City of Koronadal Water District (CKWD) shall furnish water in my service connection located at the address written above, under the conditions and schedule of rates fixed by CKWD during the period of this contract. The water rates charges shall begin when the service is installed and the meter is set.
3. I/We conform that the water meter is not part of the service connection charges that I/We had paid and that the water meter shall be installed near my premises but not inside my property and it is my primary responsibility to protect the water meter from theft and/or vandalism. That I/We am/are liable to pay the cost of a new water meter, in case the water meter was damage/stolen.
4. I/We shall pay the bills regularly on time at the City of Koronadal Water District office or at its authorized collecting bank. I/We understand and agree that non-receipt of water bill does not relieve me/us from liability and/or incurring debts/obligation to CKWD for water consumed.
5. In case of non-payment of my account after Due Date, I/we shall be liable to pay an additional Ten Percent (10%) of the current bill as penalty/surcharge and my account shall be considered delinquent. A notice of Disconnection shall be served giving me 5 days from due date to make payment, otherwise, CKWD shall have the right and authority to discontinue my water service connection until Full settlement of the said account.
6. I/We understand and agree that to re-open a Disconnected meter/service connection. I/we shall pay the account in Full and an addition of reconnection fee or distribution line fee that may be set by the Board of CKWD. 7 days after disconnection or unsettled account, CKWD shall have the right and authority to Disconnect my Service from the distribution line or pull-out my water meter and materials from the distribution line.
7. That final demand shall not be necessary for CKWD to collect payment arising from the installation of the water service connection and/or water consumed.
8. Should any water meter become unserviceable or defective, CKWD may use prior Three (3) months average consumption before the water meter becomes unserviceable as the basis of my/our subsequent water bills.
9. The CKWD shall not be liable for interruption of services for causes beyond its control and should not be liable to me for damages caused by defective connections after the water meter.
10. I/We allow CKWD's authorized representative at any time, during reasonable hours (including Saturday, Sunday and Holiday), to enter the premises for purposes of inspection, plumbing repair or as specified in the Job Order.
11. That any device or installations that may be tampered with or illegally connected or installed within my/our premises that is discovered by CKWD's authorized representative and is contrary to the Public Act 8041 (Water Crisis 1995), Presidential Decree 198 (as amended) and CKWD Rules and Regulations shall be sufficient cause for the disconnection of my water service connection, a penalty minimum of P2,000.00 or an automatic termination of contract or a Criminal and/or Civil action in court.
12. I/We shall not install or maintain any physical connection between any private source of water supply and CKWD water supply; provided; however that CKWD maintain emergency connection with other utilities serving domestic water.
13. I/We shall maintain all pipes and fixtures (after the water meter) extending from water meter or laying beyond the water meter, while CKWD shall maintain the service lateral lines extending from the water mains to the water meter, including the water meter. Water, whether consumed or wasted, shall be my/our responsibility.
14. CKWD reserves the right to replace the water meter that it assess to be defective.
15. I/We shall make no changes in the approved connection without previously signing a revision of contract for the said purpose in the office of CKWD, I/we shall notify CKWD in case of transfer/change of ownership or when the tenants vacates/leaves the premises, and
16. In the event that I/We am/are only a tenant or does not own the lot or building, the owner of the lot, house or building shall be jointly or severally liable with me/us.
17. It shall be my/our or lot owner's obligation to declare if the lot/building has an existing unpaid account with CKWD, and in the event of misrepresentation, the house or building owner or me/us, regarding a new service connection that was discovered to have an old unpaid account, CKWD reserves the right to immediately disconnect the service connection until full payment/settlement of the old account by the lot owner or me/us.
18. Furthermore, I/we shall abide by all pertinent provisions found in paragraph C and D; section 31 of Presidential Decree 198 as amended.

IN WITNESS WHEREOF, parties have hereunto affixed their signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the City of Koronadal.

✓ _____ (Print Name & Sign) Applicant	✓ _____ (Print Name & Sign) Property Owner	_____ EDUARDO A. PANES, JR. Maintenance Head-Service Connection	_____ REY J. VARGAS General Manager City of Koronadal Water District
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**ACKNOWLEDGEMENT**

Republic of the Philippines )  
 City of Koronadal ) S.S.

BEFORE ME, a Notary Public for and in City of Koronadal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ personally came and appeared, REY J. VARGAS, in his capacity as General Manager of CKWD with Community Tax Certificate No. \_\_\_\_\_ issued at City of Koronadal on \_\_\_\_\_, known to me and to me known to be the same person who executed this foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed and the principal which they represent.

WITNESS MY HAND AND SEAL, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at City of Koronadal.

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of 20\_\_\_\_