



CAGAYAN DE ORO CITY WATER DISTRICT
Corrales Avenue, Cagayan de Oro City

COMMERCIAL DEPARTMENT
PRE-APPLICATION FORM

New Installation

Reconnection

PERSONAL DATA

ACCOUNT NUMBER APPLIED (For Reconnection only): _____ **ACCOUNT BALANCE:** _____

NAME OF APPLICANT: _____
(Family Name) (First Name) (Middle Name)

ADDRESS APPLIED: _____
(House No.) (Street) (Purok/Zone) (Barangay)

LOT OWNER: _____ **BUILDING/HOUSE OWNER:** _____
(Family Name) (First Name) (M.I.) (Family Name) (First Name) (M.I.)

REFERENCE (Name and Account No. of neighbor w/ Active Water Connection): _____
(Registered Name) (Account No.)

BIRTHDATE: _____ **AGE:** _____ **BIRTHPLACE:** _____

CIVIL STATUS: Single Married Separated Widow/er **SEX:** Male Female **RELIGION:** _____ **CONTACT No.:** _____

NAME OF SPOUSE: _____
(If married) (Family Name) (First Name) (Middle Name)

BIRTHDATE: _____ **AGE:** _____ **BIRTHPLACE:** _____

MOTHER'S NAME: _____ **AGE:** _____
(Family Name) (First Name) (Middle Name)

FATHER'S NAME: _____ **AGE:** _____
(Family Name) (First Name) (Middle Name)

CEDULA NO.: _____ **ISSUED ON:** _____ **ISSUED AT:** _____

OTHER HOUSEHOLD MEMBERS:

	NAME	SEX	BIRTHDATE	AGE	OCCUPATION
1					
2					
3					
4					
5					

WATER CONNECTION HISTORY (Please provide details of water connection at your previous residence)

(Registered Name)

(Address)

(Account No.)

DOCUMENTARY REQUIREMENTS CHECKLIST

- | | |
|---|---|
| 1 <input type="checkbox"/> COWD Seminar Attendance Certificate | 11 <input type="checkbox"/> Certificate from Subdivision Developer |
| 2 <input type="checkbox"/> COWD Pre-Application Form duly accomplished | 12 <input type="checkbox"/> Certificate from Homeowners Association |
| 3 <input type="checkbox"/> Marriage Contract (If married) | 13 <input type="checkbox"/> Certificate from Barangay Chairman (If Informal Settler) |
| 4 <input type="checkbox"/> Birth Certificate (If single) | 14 <input type="checkbox"/> 2 Affidavit of Waiver (Notarized, if Informal Settler) |
| 5 <input type="checkbox"/> Valid ID (Company ID, Drivers' License, Passport, Postal/Voter's ID) | 15 <input type="checkbox"/> Certificate from E.M.D. (Relocation Site under LGU) |
| 6 <input type="checkbox"/> Community Tax Certificate | 16 <input type="checkbox"/> Certificate from the Bureau of Fire (for Fire Victim) |
| 7 <input type="checkbox"/> Lot Title and/or Latest Tax Declaration | 17 <input type="checkbox"/> Police Report (for Stolen Meter) |
| 8 <input type="checkbox"/> Deed of Sale | 18 <input type="checkbox"/> SPA/Authorization Letter |
| 9 <input type="checkbox"/> Lease Contract | 19 <input type="checkbox"/> Reference (Water Bill of Neighbor w/ active Water Connection) |
| 10 <input type="checkbox"/> Pag-ibig Certification | 20 <input type="checkbox"/> Others (specify): _____ |

NOTE: COWD strictly adheres to Republic Act No. 10173, the Data Privacy Act. The collected data is solely for COWD use and GAD statistics purposes.