



TANA WATER AND SANITATION COMPANY LIMITED.

(TAWASCO – Head office)

Liberia Water Offices behind Tana Palace Hotel -Hola Town

P. O. Box 90, 70101 - Hola

E-mail:tanawaterco@gmail.com

(Attach copy of customer ID)

Attach
Passport
Photo

**CONSUMER
APPLICATION FORM**



TANA WATER & SANITATION COMPANY LIMITED (TAWASCO)

P.O Box 90 - 70101

HOLA

Email: tanawaterco@gmail.com

APPLICATION No.

Change Line

APPLICATION FOR WATER SUPPLY

STATION.....

NEW

☐

SUPERCISION

☐

ACCOUNT NO.

ZONE.....STREET.....PLOT NO.....HOUSE/FLAT.....

I hereby request you to supply water the property shown above. I agree to abide by the terms and conditions specified in the water By-Laws and hold myself responsible for payment of all water charges, meter, rent, sewers conservancy and refuse collection charges, until such time as the agreements terminated in accordance with the By-Laws.

PLEASE PRINT IN CAPITAL LETTERS

INDIVIDUAL CONSUMER

FIRST NAME..... MIDDLE NAME.....SURNAME.....

P.O BOX..... CODE.....TOWN.....

TEL/MOBILE NO.....EMAIL.....TEL OFFICE.....

ID Card/Passport/DL..... Pin Number.....(Attach copies)

Title Deed/Sale or Lease agreement.....(Attach copies)

Signature of Applicant.....Date.....

LANDLORDS CERTIFICATE

Name of Landlord.....Postal Address.....Tel.....

I, the above landlord hereby certify that the above named person is my tenant with effect from (date).....And herewith guarantee that the bills in respect of the above account shall be paid and undertake to notify the water undertaker of any change to tenancy one month in advance

Signature of Landlord.....Date.....

CONDITONS OF SUPPLY

1. The water (undertakers) rules and water (general) regulations (sub. Leg. L n 78/1962) as from time to time amended shall be deemed to be incorporated in and to form part of these conditions to supply
2. Application of execution of works will as rule, be dealt with in order of priority of date but the water undertaker reserves the right of executing the work in the manner and at time best to his convenience.
3. All charges shall be payable on demand.
4. If any account is overdue water supply shall be cut off under the provisions of the water (undertakes) rules (Cap 372 Sub Leg) and proceeding taken to recover the charges due
5. Any changes in the charges shall be notified in the gazette, and in addition details thereof shall be sent to each consumer with the monthly account proceeding such charge. The water undertaker shall have the right forthwith and without notice to terminate the agreement for any breach by the consumer to the conditions of supply, but,
6. Without prejudice to any antecedent right against the consumer including the rights to take proceedings
 - (a) No consumer shall use or permit to be used, any water supplied pursuant of an application made by under regulation. All these regulations except for such use as specified by him in his application
 - (b) No consumer shall use or permit to be conveyed by any means whatever for use outside his plot or for sale any water supplied to him by water undertakers
7. In accordance with regulation 12 of these regulations, the consumer shall deposit Kshs..... which shall be retained by the water undertaker for the period during which the consumer is supplied with water
8. The consumer shall meet all the charges in respect of water supplied of pursuant of this application and consumers pursuant to a written request made by him
9. A meter issued to the consumer becomes the responsibility of the consumer. In case of loss or damage water supply will be cut off until such a time the consumer pays for the full cost of the meter. The cost must include all necessary fittings.
10. It is the responsibility of consumer's to give access to the water undertaker or his authorized agent who shall reserve the right to disconnect in the event of no such access being granted
11. Non receipt of bill is not an exception to payment of bill in time CUSTOMER IS ADVISED TO MAKE A FOLLOW UP

EMPLOYER'S CERTIFICATE

Name of employer.....P.O Box.....Post code.....

Tel No.Email.....

We Certify that Mr/Mrs/Miss/Ms.....is an employed by the above organization

If self-employed, name of business.....Nature of business.....

Signature.....Date.....Official stamp.....

FOR OFFICAL USE**Area Manager stamp & Sign.....Commercial Manager.....**

ACCOUNT NO.

Date

Meter Reading

Size

Rent

Meter Number

Water rate card

Connection fee

Receipt No.

Deposit fee

Receipt No.

GPS position

For official use

1. If superseding A/c previous outstanding.....
2. Final bill paid Kshs.....Vide Receipt No.....
3. Adjustment amount and number if any credit done.....
4. Pay supersession fee of Kshs 550 (Five hundred and fifty only).....

TRANSFER FROM EXISTING ACCOUNT NUMBER/SUPERCESSION

Termination Fee

Ksh 500

Receipt No

Date

Date of
disconnection

Meter No.

Meter
reading

Verified by

NAME

SIGN

DATE

Keyed by

TECHNICAL FIELD REPORT

1. Take off details.....
2. Number of pipes to be laid.....
3. Water situation in the area.....
4. Type of premises.....
5. Intended water use.....
6. Consumers water demand.....
7. Average anticipated consumption.....
8. Name/designation of officer who visited site and compiled technical report
.....SIGNATURE.....

RECOMMENDATION

Recommended/Not Recommended for approval (Delete as appropriate)

Reason(s)
.....
.....

TECHNICAL DEPT.....SIGN.....

Approved/Not Approved.....

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Name of Officer.....

Designation.....

Signature.....

Date.....

QUOTATION FORM

Estimate for connection to be held in plot no.....(As per above sketch)

S/No	DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
	Total cost of materials			
	Connection fees (150/= per 6m lenght)			
	Fixed deposit			
		Total		

CERTIFICATE OF INDEMNITY

To be filled before 2 below

To be filled in the absence of a copy of lease agreement

1. Dr/Ms/Mrs/Miss.....
ID/Passport/Reg Certificate No.....
Owner/Proprietor/Agent of registered land plot no.....

Hereby Certify that:-

Dr/Ms/Mrs/Miss

ID/Passport/Reg Certificate No.....

Is my tenant/sub tenant on whose individual house is located within the registered land mentioned. I have no objection on this sub-property being supplied by Tana Water & Sanitation Company Ltd. I am a bonafide owner of the registered land and an absence of a copy of land certificate/tittle Deed for reasons:-

- (a) Tittle in the Bank (b) With law firm
(c) Any other reason (state reason).....
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I am giving full indemnity on transaction as the true owner of this land

Signature.....Date.....

2. In Witness thereof

(a) Commissioner of Oaths

Name.....

Signature.....Official rubber stamp.....

Date.....

OR

(b) Area Chief

Name.....

Signature.....Official rubber stamp.....

Date.....

For Official use only

The certificate has been noted as true indemnity

Name.....

Designation.....

Date.....

For official use only

Consumer classification categories				
S/No	Category	Classification	Billing rate	Tick
1	Domestic	01	11	
2	Community Water projects/Kiosk (Private)	52	17	
3	Commercial	55	11	
4	Industrial	54	11	
5	Primary Schools	54	16	
6	Secondary schools	54	18	
7	Institutions	54	19	
8	Hotels	55	11	
9	Government Institutions	56	11	
10	Construction	57	11	
11	Municipal Council/County	58	11	

Location of the customer relative to existing Customers surrounding or near the applicant

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Particulars	Name	Sign	Date
Form Issued by			
Returned & received by			
Quotation done by			
Approved by (Commercial Manager)			
Authorized for Installation by (Commercial Manager)			
Verified by (Zonal Manager)			
Installed by (Pipefitter)			
Keyed by (Billing)			