

## ***Cape Carancahua Water***



### ***NEW SERVICE REQUEST FAQ***

Note: If you are sending documentation via email, we only except documents scanned or in Word or PDF form only no photographs.

- If you are **Transferring Service** from a property, you bought that has a water tap on the property you will need to do the following:
  1. A copy of your warranty deed
  2. Fill out and sign a copy of the CCWSC Application and Agreement form located on our website on the New Service Request page under Customer Service.
  3. If you send your application and Agreement to us by email, you will need to have someone witness the signing of the contract.
  4. 1st check/money order for Transfer Fee of \$50 and 2<sup>nd</sup> check/money order for Deposit for \$200.00. We cannot accept cash or debit/credit card for these upfront costs.
  5. If the \$1,900 assessment that was levied on 7/2022 is not up-to-date or paid, it will have to be satisfied prior to transferring service. All properties that are in bad debt will have to be satisfied prior to transferring services even if it is not the lot that you are wanting to turn service on for.

- If you are wanting to put in a **New Standard Tap** you will need to do the following:
  1. A copy of your warranty deed
  2. Fill out and sign a copy of the CCWSC Application and Agreement form located on our website on the New Service Request page under Customer Service.
  3. If you send your application and Agreement to us by email, you will need to have someone witness the signing of the contract.
  4. 1st check/money order for Transfer Fee of \$50 and 2<sup>nd</sup> check/money order for Deposit for \$200.00. We cannot accept cash or debit/credit for these upfront costs.
  5. If the \$1,900 assessment that was levied on 7/2022 is not up-to-date or paid, it will have to be satisfied prior to placing a new water tap and service. All properties that are in bad debt will have to be satisfied prior to reconnecting services even if it is not the lot that you are wanting service for.
  
- If you are **Reconnecting Service** that you voluntary or involuntarily disconnected service you will need to do the following:
  1. A copy of your warranty deed
  2. Fill out and sign a copy of the CCWSC Application and Agreement form located on our website on the New Service Request page under Customer Service.
  3. If you send your application and Agreement to us by email, you will need to have someone witness the signing of the contract.
  4. 1st check/money order for Reconnect Fee of \$150 and 2<sup>nd</sup> check/money order for Deposit for \$200.00 (if there is not one on

file already). We cannot accept cash or debit/credit card for these upfront costs.

5. If the \$1,900 assessment that was levied on 7/2022 is not up-to-date or paid, it will have to be satisfied prior to reconnecting service. All properties that are in bad debt will have to be satisfied prior to reconnecting services even if it is not the lot that you are wanting to turn service on for.