

CHANGE OWNERSHIP

All registered concessionaires within the service area of the Local Water District of Murcia can avail of the said service.

Schedule of Availability of Service: Mondays to Fridays; 8:00 am to 12:00 nn & 1:00 pm to 5:00 pm

Requirements:

- ✚ Authorization to transfer the ownership from the previous owner
- ✚ Valid government issued ID of the previous owner (photocopy)
- ✚ Barangay Clearance of the applicant (original copy)
- ✚ Valid government issued ID of the applicant (photocopy)

Forms:

- ✚ FM-COM-05 Service Request Form

STEP	APPLICANT	PROVIDER	DURATION	PERSON RESPONSIBLE	FEES
1	Inquiry	receives request for change of ownership	5 min	Customer Service Assistant	None
2	Submission of requirements	receives the accomplished requirements	5 min	Customer Service Assistant	None
3	Orientation	conducts orientation regarding water service	15 min	Customer Service Assistant	None
3	Payment	issue OR for the transfer fee	5 min	Collection Assistant	P50.00
4		changes customer information in the database	5 min	Customer Service Assistant	None