

## NEW APPLICANT CHECKLIST

Date \_\_\_\_\_ Time \_\_\_\_\_ District \_\_\_\_\_

Counter \_\_\_\_\_ Lineman \_\_\_\_\_

1. Name service will be in: \_\_\_\_\_
2. Person you are talking with: \_\_\_\_\_
3. Telephone #: \_\_\_\_\_
4. Work telephone #: \_\_\_\_\_
5. Social Security #: \_\_\_\_\_
- Spouse's Soc. Sec. # \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- Physical Address: \_\_\_\_\_  
\_\_\_\_\_
7. Has applicant or spouse had service with us before? \_\_\_\_\_ Is there a balance owed? Yes \$ \_\_\_\_\_ No \_\_\_\_\_
8. Is this a new or existing service? \_\_\_\_\_ Temp Yes \_\_\_\_\_ No \_\_\_\_\_
9. Do you own the property? \_\_\_\_\_ If yes, we need ROW easement \_\_\_\_\_ If no, we need ROW easement from property owner. Who is property owner? \_\_\_\_\_
10. Name service was in last \_\_\_\_\_ Balance Owed: Yes \$ \_\_\_\_\_ No \_\_\_\_\_
11. Is the service all electric? \_\_\_\_\_ House \_\_\_\_\_ Description, color, size, etc. Mobile Home \_\_\_\_\_ Camp \_\_\_\_\_  
Pump \_\_\_\_\_ Barn \_\_\_\_\_ Business(kind) \_\_\_\_\_ Do you want yard light? \_\_\_\_\_ Where \_\_\_\_\_
12. Are lights on now? \_\_\_\_\_ How far is service from existing line? \_\_\_\_\_ Inspection Sticker \_\_\_\_\_
13. Nearest neighbor: \_\_\_\_\_
14. If trailer, is meter loop pole up? \_\_\_\_\_
15. Cover type of pole: 18 ft. treated pole \_\_\_\_\_ 4 ft. in ground and 14 ft. out \_\_\_\_\_  
When will meter loop be finished? \_\_\_\_\_
16. Collect the membership fee - \$5.00 \_\_\_\_\_, deposit - \$ \_\_\_\_\_, and get application signed \_\_\_\_\_  
Or find out when someone will be at home to do these things. \_\_\_\_\_
17. Who did you notify about the new service? What action did they say they would take and service be connected?  
\_\_\_\_\_
18. Time and date reported to field personnel: \_\_\_\_\_

**Bills are due upon receipt and delinquent after the 20th of each month. This right side of your bill should be Returned with your payment each month.**

Signature \_\_\_\_\_ Employee \_\_\_\_\_

District Supervisor \_\_\_\_\_ Application Mailed/Faxed \_\_\_\_\_ Date Received \_\_\_\_\_