

**A. Nature of the Application**

The application is a request for service, and is non-binding until the District accepts the application. The District will provide service as described in these Service Rules under reasonable conditions, and the customer will take service for the minimum period, if any, as required by the Rates or Rules and Regulations of the District. Application may be made at the District's office, by telephone, or by secure electronic media to the District's website.

**B. Information Required**

The District will require each prospective customer, when applying for service, to furnish the following information:

1. Location of premises.
2. Date customer will be requiring service.
3. Type of service (residential, commercial, industrial, agricultural or street lighting).
4. Address to which bills are to be mailed or delivered. Name and telephone number to contact for billing inquiries.
5. Whether applicant is owner, agent or tenant of premises, if residential.
6. Valid identification of customer, including any of the following:
  - a. Drivers License
  - b. Social Security Card
  - c. State Identification Card
  - d. Passport
  - e. Other identification acceptable by the District.
7. Rental Agreements or other proof of occupancy or proof of ownership evidenced by recorded grant deeds may be required before service is provided under the following circumstances:
  - a. A customer applies for service at a location with an unpaid balance.
  - b. There is consumption at a location with no customer of record.
  - c. Multiple applicants are submitted for the same location.
  - d. Services are being billed to a deceased party.
  - e. Where the District has reason to believe that a property owner has falsified a tenant's rental agreement, the property owner shall be required to sign up for electric service at that location.
8. All commercial/industrial applications must provide the following information on a Service Application Form:
  - a. Type of business entity.
  - b. Name and title and telephone numbers of corporate officers, general partners, joint venturers, or sole proprietors.
  - c. Address of corporate, partnership, or venture office, or residence address if sole proprietor.
  - d. Legal billing name, fictitious business name, and fictitious name file number and date if applicable.
  - e. For corporations, the year and state incorporated.
  - f. Type of business and number of years in business.
  - g. Signature of an authorized representative of the company and delegation of authority, if appropriate.
  - h. Business License Number and tax ID number.
  - i. Personal Guarantee for an individual, partnership, LLC or corporation.
9. Applicant may be required to establish a deposit as defined in Rule No. 6, Account Deposit.
10. All applicants that are presently receiving electric service from another utility within the District's service area must provide to the District a copy of the Departing Load Letter or comparable document which formally acknowledges the applicant's responsibility for any charges or fees imposed by the utility or other entity whose service will be discontinued by the provision of electric service by the District. The District assumes no liability for these charges or fees.
11. The District may refuse service to a tenant when the owner of the property has outstanding charges owing.
12. The District may refuse service to a tenant when there are outstanding charges owed by any individual residing at the service location that will benefit from the electric service.

**C. Individual Liability for Joint Service**

In any case where two or more parties join in one application for electric service, such parties shall be jointly and severally liable thereunder, and only one bill will be rendered for electric service supplied in accordance therewith.

**D. Conditions of Service**

1. By applying for or accepting service from the District, the customer agrees to abide by all of the electric service requirements, Rate Schedules, and other Rules and Regulations of the District concerning such service, to provide or obtain easements or rights-of-way that the District may deem necessary to supply such service, to cooperate with the District in its construction and maintenance of the facilities needed for such service, and to provide access for service of District-owned equipment, including the meter. The District may bill the customer for any costs resulting from the customer's failure to comply with the provisions of this paragraph.
2. Construction of District facilities in rendering electric service will be as per District standard design and construction practices. Subject to approval of the District, nonstandard construction of District facilities may be provided where the customer pays the District the additional costs incurred by the District in providing the nonstandard facilities. Such nonstandard construction shall abide by all applicable codes and any additional requirements of the District.

**E. Service Establishment**

1. Standard Service Initiation

Applications for service must be received during business hours, Monday through Friday, except holidays, and will be charged the Service Establishment Fee designated in Appendix A. Orders received before noon will be completed the same day. Orders received after noon will be completed the next workday.

2. Priority Service Initiation

Applications for same day service initiation received after twelve o'clock noon will be charged the Priority Service Initiation Fee designated in Appendix A. This fee may be waived for requests relating to health and/or safety emergencies.

3. Service Initiation Outside Normal Business Hours

Applications for service initiation requested outside of normal business hours may be accepted if approved by the District and will be charged the Outside Normal Business Hours Service Initiation Fee designated in Appendix A. These service requests will only be approved in limited circumstances that the District, in its sole discretion, deems appropriate.

Any service initiation request requiring an additional trip(s) due to the inaccessibility of the meter or the customer's service equipment will be charged an additional applicable fee(s) as described above.