



**WISE ELECTRIC**  
**COOPERATIVE**

*Member owned since 1938*

## **NEW SERVICE INSTALLATION CHECKLIST**

**\*Keep this page for your records\***

\_\_\_\_\_ New Installation Service Agreement (Pages 1&2)

\_\_\_\_\_ Policy No. 52 (Page 3)

\_\_\_\_\_ Easement, filed with county clerk office and copy of receipt for WEC, if applicable. Needed? (Y/N)

\_\_\_\_\_ 2 Forms of ID (driver's license, social security card, passport, etc.)

\_\_\_\_\_ Letter of Credit with most recent 12 months & no more than 2 late payments, if applicable.

\_\_\_\_\_ Total of fees on page 1 of New Service Agreement in amount of: \_\_\_\_\_

\_\_\_\_\_ Once job is built, install Disconnect Box (see pages 4 and 5) & call office to ask for "Inspect and Connect."

**Once we have received all paper work and fees in the office, your work order will be submitted for construction.**

Thank you!

**IF EMAILING APPLICATION BACK SEND TO STAKING@WISEEC.COM - PDF SCANS ONLY**

1900 N Trinity / P.O. Box 269, Decatur, Texas 76234 / Telephone (940) 627-2167

Member Owned Since 1938



# WISE ELECTRIC COOPERATIVE, INC. ELECTRIC SERVICE AGREEMENT – NEW INSTALLATION

ACCOUNT TO APPEAR AS (PLEASE PRINT):

\_\_\_\_\_

DATE OF APPLICATION:

\_\_\_\_\_

APPLICANT'S DATE OF BIRTH:

\_\_\_\_\_

APPLICANT'S MAIN PHONE NUMBER:

\_\_\_\_\_

APPLICANT'S ALTERNATIVE PHONE NUMBER:

\_\_\_\_\_

APPLICANT'S DRIVER'S LICENSE NUMBER:

\_\_\_\_\_

APPLICANT'S SOCIAL SECURITY NUMBER:

\_\_\_\_\_

TAX I.D NUMBER (IF BUSINESS)

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

APPLICANT'S SIGNATURE:

\_\_\_\_\_

APPLICANT'S MAILING ADDRESS:

\_\_\_\_\_

CITY:

\_\_\_\_\_

STATE:

ZIP CODE:

\_\_\_\_\_

JOINT APPLICANT (IF APPLICABLE):

\_\_\_\_\_

JOINT APPLICANT'S DRIVER'S LICENSE NUMBER:

\_\_\_\_\_

JOINT APPLICANT'S SOCIAL SECURITY NUMBER:

\_\_\_\_\_

JOINT APPLICANT'S DATE OF BIRTH:

\_\_\_\_\_

-----**FOR COOPERATIVE USE ONLY**-----

SERVICE DESCRIPTION:

RESIDENCE

GENERAL SERVICE

LARGE COMMERCIAL/ INDUSTRIAL

REMARKS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

NEAREST POLE NUMBER: \_\_\_\_\_ WORK ORDER #: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**ACCEPTANCE:** THE ABOVE APPLICATION FOR (ADDITIONAL SERVICE ONLY) (MEMBERSHIP AND SERVICE) ACCEPTED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

WISE ELECTRIC COOPERATIVE, INC.

BY: \_\_\_\_\_

MEMBERSHIP: \_\_\_\_\_  
DEPOSIT: \$300.00 OR LOC \_\_\_\_\_  
SVC. CHARGE: \$25.00 \_\_\_\_\_  
AID: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

TAX EXEMPT (Y/N)

**WISE ELECTRIC COOPERATIVE, INC.  
ELECTRIC SERVICE AGREEMENT – NEW SERVICE (cont.)**

**The undersigned ("Member") hereby makes application and agrees to purchase electric service from WISE ELECTRIC COOPERATIVE, INC. ("Cooperative") upon the following terms and conditions:**

**SERVICE:** The Cooperative agrees to use reasonable diligence to provide electric utility service to a point of delivery at Member's service location. The electric service contracted for herein is to be provided and taken in accordance with the provisions of this Agreement and the Cooperative's tariff. SAID TARIFF IS A PART OF THIS AGREEMENT TO THE SAME EXTENT AS IF FULLY SET OUT HEREIN AND IS ON FILE AND AVAILABLE AT THE COOPERATIVE'S OFFICE LOCATED IN DECATUR, TEXAS. Any tariff provision (including rates) may be changed by order or consent of any regulatory authority having jurisdiction thereof whether or not at the request of the Cooperative.

**PAYMENT:** Member agrees to purchase and pay for electric service in accordance with Cooperative's tariff. The Cooperative, periodically, will render to member a statement of services rendered. Member agrees to pay the total amount shown on such a statement within Sixteen (16) days from the date rendered. Payment shall be made to the Cooperative offices in Decatur or Bowie, Texas.

**DEPOSIT:** Member will be required to pay a deposit on service requested in this agreement subject to provisions of Rule 052.02.04.045 of the Public Utility Commission of Texas. Such deposit, if held by the Cooperative, shall be held subject to the terms and conditions of said rule.

**TERM:** This electric service agreement shall continue in force for an initial term of 2 years from the date service is made available by the Cooperative to the Member. After the initial term, this agreement may be terminated by either party in accordance with the tariff of the Cooperative.

**MINIMUM AND RATE SCHEDULE:** Member will pay a bill of at least \$ \_\_\_\_\_ per month regardless of the number of kilowatt hours consumed based on Rate Schedule \_\_\_\_\_.

**INITIAL HERE TO ACCEPT RATE SCHEDULE:** \_\_\_\_\_

**BREACH:** Upon failure to make payment or perform any obligation under this agreement, the Cooperative shall have the right to discontinue service as well as such remedies as may be provided by law. The Cooperative's LIABILITY IS LIMITED as provided in its tariff.

**MEMBER'S INSTALLATION:** Member warrants that his or her installation (including all conductors, switches, equipment, wiring, and protective devices of any kind) is constructed and will be maintained in accordance with the National Electric Safety Code of the American Standards Association as well as applicable laws or ordinances. \_\_\_\_\_ Initial indicates that Member has been made aware of Cooperative requirements regarding means of disconnecting or isolating customer installation from Cooperative facilities. **FAILURE TO INSTALL PROPER DISCONNECT OR ISOLATION EQUIPMENT WILL RESULT IN DELAYS OF PROVISION OF ELECTRIC SERVICE.**

**ENTIRE AGREEMENT:** This agreement constitutes the entire agreement between the parties and supersedes all prior agreements between Member and Cooperative for the service herein described. Member agrees that the Cooperative, its agents or employees have made no representations, promises, or any inducements, written or verbal, which are not contained herein.

**AID TO CONSTRUCTION:** Member shall make a non-refundable Contribution in Aid to Construction in the amount of \$ \_\_\_\_\_.

Member agrees to pay a \$25 membership fee to grant the Cooperative at its request, the reasonably necessary rights, privileges, and easements to construct, operate, replace, repair, and perpetually maintain on the property owned or leased by the Member, and in or upon all roads, streets, or highways abutting said property, its line or lines for the transmission or distribution of electric energy and will execute and deliver to the Cooperative any conveyance, grant, or instrument which the Cooperative shall deem necessary for said purposes or any of them. All poles, wires, and other facilities including any main service equipment installed on the premises described in this application, at the Cooperatives expense, shall at all times be the sole property of the Cooperative and the Cooperative shall have the rights of ingress and egress to said property over the lands owned or leased by Member to repair and service and upon discontinuance of service for any reason to remove the same.

WISE ELECTRIC COOPERATIVE, INC.  
POLICY NO. 52

**SUBJECT: STRUCTURES PLACED OR CONSTRUCTED UNDER OR OVER POWER LINES**

To avoid risks to life, bodily harm and suffering, and financial liabilities, the Cooperative will comply with mandatory requirements established by the Federal, State, and local laws and the orders and regulations of administrative bodies relating to safety standards and practices regarding the placement of structures within the vicinity of an electric power line, either overhead or underground.

- A. At the time Cooperative representatives meet with the applicant for electric service to determine the routing and placement of the electric facilities, the applicant will be advised of the following and requested to sign an agreement stating:
1. No structure will be located within the proximity of the power line, either overhead or underground, in violation of the safety clearance code.
  2. If a structure should be so located without proper clearance, consumer will:
    - a. Relocate at his/her own expense the structure so that safe and adequate clearance between the structure and power line is established; or
    - b. Pay the full cost to the Cooperative for the relocation of the electric power line and electrical facilities.
    - c. No structure shall be located above underground power lines which shall in any way interfere with the Cooperative's access to those lines.
  3. Refusal to comply with the above provisions may result in disconnection of electric service by the Cooperative as provided in Section III of the Cooperative's Service Rules and Regulations filed with the Public Utility Commission of Texas.
- B. Existing services, when known to be in violation of this policy, will be contacted and informed of the serious safety hazard that exists and advised of the above options.
- C. New services in violation of this policy will not be connected until the violation is corrected.

DATE: \_\_\_\_\_ COOPERATIVE REPRESENTATIVE. \_\_\_\_\_

**CUSTOMER'S PRINTED NAME:**

**CUSTOMER'S SIGNATURE:**

\_\_\_\_\_

\_\_\_\_\_

Approved: November 24, 1982  
Revised: August 30, 1984

# WISE ELECTRIC COOPERATIVE, INC.

DECATUR - PHONE: 940-627-2167 FAX: 940-626-3060

BOWIE - PHONE: 940-872-2933 FAX: 940-872-9844

WISE ELECTRIC COOPERATIVE STRONGLY RECOMMENDS THAT ITS MEMBERS CONTACT A LICENSED ELECTRICIAN WHEN INSTALLING SECONDARY SERVICE. PLEASE REFER TO THE NATIONAL ELECTRIC CODE FOR FURTHER INFORMATION AND INSTRUCTION WHEN INSTALLING YOUR SERVICE.

**\*\*THIS INFORMATION IS YOURS TO KEEP\*\***

## GUIDELINES FOR INSTALLING MAIN DISCONNECT FOR NEW SERVICES AND UPGRADES

1. Upon completion of installing the meter base, the cooperative will check voltage at the new meter base and then de-energize the meter base so that the member may install the proper protective device (breaker, disconnect) without being exposed to the cooperative's energized facilities. **The cooperative will not install a meter at this time.**
2. All disconnect boxes must be attached to meter base using a galvanized steel nipple with lock rings and plastic bushings.
3. All disconnects, boxes, and plugs must be weatherproof type. Energized parts shall be enclosed at all times so that they will not be exposed to accidental contact.
4. The service disconnecting means and size of conductor used shall have a rating not less than the calculated load, per National Electric Code.
5. Disconnecting box must be bonded to a ground rod that is 8ft in length, 5/8" in diameter, and made of stainless steel or steel coated in copper or zinc. The bonding jumper must be a minimum of #6 solid copper and connected to the ground rod using the proper lug or clamp. **MEMBER SHALL NOT BOND TO THE COOPERATIVE GROUND ROD.**
6. **Once completed, the member will be required to call into the office and ask for an "INSPECT AND CONNECT"**
7. Before re-energizing, a qualified cooperative employee shall inspect the protective device for proper installation, conductor size and appropriate grounding.
8. After completed, the employee will set the meter, energize the service, and ensure that the member's protective device is in the OFF or OPEN position.
9. If the member's installation does not meet the cooperative's requirements, the inspecting employee will leave information regarding why the service was not energized.
10. **PLEASE REMEMBER THAT THE METER BASE REMAINS THE PROPERTY OF WISE ELECTRIC COOPERATIVE AND USE CAUTION WHEN WORKING IN OR NEAR THIS EQUIPMENT. ANY DAMAGE CAUSED TO COOPERATIVE EQUIPMENT MAY RESULT IN ADDITIONAL CHARGES FOR REPAIRS.**

