

## IMPORTANT INFORMATION REGARDING YOUR APPLICATION FOR ELECTRIC SERVICE

Thank you for your application for electric service. Please review the following information and notify We Energies immediately at the number listed above if you have any questions or corrections.

TYPE:	New Multi Fam Bldg-Res	SERVICE ADDRESS:
CLASS:	Overhead	Work Request #:
SIZE:	100A	INSTALLATION COST: \$
VOLTAGE:	120/240V	

This cost applies to electric facilities only. This quote is valid for 90 days from the date of this letter, and in the event we encounter unusual conditions or circumstances in the installation of your service, there may be additional charges.

### In order for us to provide the service requested, you will need to do the following:

- ✓ **Installation cost, if any**, must be paid prior to electric service installation. Send payment in the enclosed envelope and include the service address on your remittance.
- ✓ **Because our costs are higher during the winter months**, seasonal charges are in effect between December 1 and April 1. You will be assessed seasonal charges during our winter construction season unless you request to delay installation until after April 1 or your site is ready and the site ready card is returned to us by December 1.
- ✓ **Sign and return one of the enclosed sketches**, in the envelope provided approving the proposed service installation. Ensure that the meter pedestal is installed by your electrician at the location closest to our facilities, and not located where a deck, patio or other construction is planned. Any change in the meter pedestal location may result in an additional charge. Draw and label any private underground facilities on the sketch. Please retain the remaining sketch for your reference.
- ✓ **Locate and mark at the building site any buried obstructions** and private underground facilities (i.e., septic lines, private electric lines, fencing, drain tiles, etc.). Also, mark any future or planned structures (pools, outbuildings, decks, patios, etc.). We Energies is not responsible for damage to unmarked private facilities.
- ✓ **For access purposes to and around our pole**, the area should be free of any obstacles (debris piles, dumpsters, brush, etc.)
- ✓ **Verify that your electrician** has requested a **municipal inspection**. Please provide a copy of this letter to your electrical contractor. (**Note:** Your **municipal inspection has** been received).

- ✓ **Ensure that the meter socket is installed** by your electrician at the location closest to our facilities and not where a deck, patio, or other construction is planned. Any change in the meter socket location may result in an additional charge.
- ✓ **Ensure that meter(s) are readily accessible** to We Energies. If the meter(s) are in a locked area, provide a key and a suitable location for us to install a locked key box.
- ✓ **For multiple-meter installations**, verify that your electrician has properly marked your meter sockets showing the unit they feed.

All electrical service equipment must be installed in compliance with the State of **Michigan's** electrical code and We Energies' Electric Service and Metering Manual. Information from our metering manual is available upon request or at <https://partners.we-energies.com>.

- ✓ **Before we can energize your service**, we must receive an inspection from the State of Michigan Electrical Inspector for your township. Please contact at to arrange for this inspection.
- ✓ **We also must be able to visually inspect** that your main is in the off position. Please call 1-800-562-1050 ext. 2320 to coordinate this when all the above contingencies have been met.

**Complete the enclosed site ready card and return it by fax or mail. Please note: Do not return this card until the site is ready and the items above have been completed. If there is not a site ready card enclosed, that means it has been mailed to your builder/contractor.**

**During the electric service construction process, you can expect the following:**

- Excavations (i.e., poles and trenches) will be rough backfilled only. Excess material will be left on the site.
- Site restoration **is not** included in our work.
- Weather conditions, work load, road restrictions and other factors may influence the time it will take to complete your service installation.
- Your local municipal inspector or electrical contractor may require a copy of this letter with your permit application.

We look forward to serving you.

Sincerely,

Expediting Clerk