



# *Sierra Electric Cooperative, Inc.*

610 Hwy 195 • P.O. Box 290 • Elephant Butte, New Mexico 87935  
575-744-5231 • Fax: 575-744-5819  
[www.sierraelectric.org](http://www.sierraelectric.org)

Dear Prospective or Current Member:

Thank you for your interest in a new service, service upgrade or change or service relocation. To assist you in this process, Sierra Electric has assembled this information packet designed to get you started. It includes:

Overview of Sierra Electric Cooperative New Service, Service Upgrade or Change and Service Relocation Procedures

Application for New Service, Service Upgrade or Change and Service Relocation

Sierra Electric Cooperative, Inc. Line Extension Policy

Application for Membership and Electric Service



## Overview Of Sierra Electric Cooperative, Inc. New Service, Service Upgrade, Change or Relocation Procedure

The following procedure describes the steps necessary to obtain electric service from Sierra Electric Cooperative, Inc. in an efficient and timely manner. We have developed this procedure to make your request as simple as possible.

Please note that it is the responsibility of the consumer to hire an electrician to complete all work on your equipment. The electrician is responsible for submitting a State Wiring Permit to the Construction Industries Division, State of New Mexico. The consumer is also responsible for all costs to Sierra Electric Cooperative, Inc. related to the acquisition of easements for the service.

To prevent potential easement problems, it is suggested to complete the electric service agreement before your electrician installs equipment.

### **Step 1: Read the Sierra Electric Cooperative, Inc. Line Extension Policy**

Because the process can be complex, we suggest that the prospective consumer read our line extension policy to obtain a general understanding of the terms and definitions and the responsibilities of the cooperative and consumer. Then, we will be happy to answer any questions you may have regarding the policy. ***We will not discuss your specific service requirements or cost until Steps 2 and 3 are completed.***

### **Step 2: Apply for Electrical Service**

Complete the Sierra Electric Cooperative, Inc.'s Application for New Service, Service Upgrade or Change, or Service Relocation and Application for Membership and Electric Service in this packet and return both forms to the cooperative office, along with all required documents listed in the Application for New Service, Service Upgrade or Change, or Service Relocation Additional Requirements section.

Once the application is received, Sierra Electric Cooperative, Inc, will notify the applicant if the consumer has any outstanding debts owed to the cooperative and if a service security deposit will be required prior to the meter installation.

### **Step 3: Pay Estimate Fee**

Once a complete application is submitted to Sierra Electric Cooperative, the consumer will be invoiced for an estimate fee as described in the line extension policy. Sierra Electric Cooperative will contact the consumer on when the invoice is ready to be paid.

If the estimate fee is not paid within thirty (30) days of the invoice date, Sierra Electric Cooperative will void the invoice and the application(s). Paid Estimate Fees are Non-Refundable.

### **Step 4: Written Estimate Provided to Consumer**

Once the estimate fee is paid, the application is forwarded to the Operations Department. The

department will use the information on the application to make an initial on-site visit and evaluate what construction will be required for your new electric service or service upgrade, change or relocation. The technician may request an appointment with you and/or your electrician on-site.

The technician will provide you with an estimate for the required construction less any applicable credits within 30 days after you have complied with all reasonable requirements.

Once provided to you, an estimate is valid for thirty (30) days.

### **Step 5: Complete the Electric Service Agreement and Pay for Advance for Construction**

Upon receipt of the estimate, if you wish to proceed with the new service, service upgrade or change or service relocation, ***you must request an electric service agreement with the cooperative***. Once completed, the consumer must pay the Advance for Construction or Aid to Construction, if applicable. A customer service representative can also discuss member benefits and services and complete your account set up.

If you do not request an electric service agreement with the cooperative, the cooperative will send a letter to the mailing address indicated on the application around two weeks after the estimate was provided reminding you of the pending status of the application, the date the estimate will expire and that your estimate fee that was paid is non-refundable.

If we still do not receive a request for an electric service agreement with the cooperative after the thirty (30) days has passed, we will void the estimate, the application(s) and retain the estimate fee and the consumer will need to re-apply if they contact us after voided.

### **Step 6: State Inspection Approval and Schedule Work**

Your electrician has completed his work and submitted a State Wiring Permit to the State of New Mexico's Construction Industries Division and Sierra Electric Cooperative, Inc. has received the email notification from the state electrical inspector that the permit has been approved. Sierra Electric Cooperative will conduct a final review of the job and verify there have been no changes in the original plan and final landscape grades are completed.

If all requirements are met (i.e., the customer signed all agreements, paid construction costs, we have secured all applicable permits, right-of-way, materials, and labor necessary for the line extension and we have completed all other applicable contractual obligations), Sierra Electric Cooperative, Inc. will schedule the work to extend the line to the new service within sixty (60) days.

**Additional Charges:** All new services are charged a Trip Charge on their first electric bill for the meter installation, this is a separate fee from the estimate or construction costs. Service Upgrades that require a work order by Sierra Electric Cooperative, Inc. are not charged a Trip Charge on the day of scheduled work. If a consumer service upgrade or electrical work does not require any upgrades or changes on Cooperative equipment, the customer is charged two Trip Charges on their electric bill for our service; one for their request to disconnect the meter and a second to reconnect the meter once the upgrade/electrical work is completed.

We will contact you with the scheduled date for connection and meter installation. Once the work is completed, you have electric service!



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## APPLICATION FOR NEW SERVICE, SERVICE UPGRADE, CHANGE OR RELOCATION

### APPLICANT & OWNER INFORMATION

Application is for:       New Service Line Extension       Relocation of Existing Facilities  
                                   Upgrade of service capacity       Other Service Change

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Phone(s): \_\_\_\_\_

Do you currently have electric service from Sierra Electric Cooperative, Inc.       Yes       No

Are you married or in a legal partnership?       Yes       No

If yes, please provide the following:

Spouse/Legal Partner Full Name: \_\_\_\_\_

Spouse/Legal Partner DOB: \_\_\_\_\_ Spouse/Legal Partner SSN: \_\_\_\_\_

Spouse/Legal Partner Phone(s): \_\_\_\_\_

Spouse/Legal Partner Email: \_\_\_\_\_

If Business, please provide the following:

Business/DBA Name: \_\_\_\_\_

Tax ID/EIN #: \_\_\_\_\_

Is this business tax exempt?      Yes      No

List all owner(s), partner(s) or corporate officer(s) by name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: A letter of authorization is required to discuss the details of the service with or act upon requests of representatives of the company not listed on this application.**

What is your interest in this application for new service, service upgrade, change or relocation?

Property Owner     Property Lessee     Contractor     Developer or Builder     Prospective Buyer

If you are not the owner of the property, please provide the following:

Property Owner Full Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Property Owner Phone(s): \_\_\_\_\_

Property Owner E-mail Address: \_\_\_\_\_

**SERVICE LOCATION INFORMATION**

Property Physical Address (9-1-1): \_\_\_\_\_

Property Code: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_

Range: \_\_\_\_\_ Quarters: \_\_\_\_\_

**SERVICE LOAD INFORMATION**

**Note: This information is necessary to correctly size the transformer for this service. Please consult your electrician for accurate calculations.**

Preferred Build:  Overhead  Underground

Load Requirements:  Single Phase  Three Phase-Secondary Voltage Required: \_\_\_\_\_

Voltage:  120/240 Volts  Other: \_\_\_\_\_

Proposed Size of Main Service Entrance Disconnect:  100 amp  200 amp  
 Greater than 200 amp, list size: \_\_\_\_\_

Anticipated Max Load (kVa): \_\_\_\_\_

Requested Location for Meter:  Meter pole  On structure

**TYPE OF SERVICE INFORMATION**

**If Service is Permanent, select and list all that apply below (existing or planned):**

**Permanent:** Domestic, small commercial, rural and urban consumers when the use of service both as to amount and permanency can be reasonably assured. Electric meter supply electric power to one of the following: all trailer and mobile homes placed on a permanent foundation with the wheels, axles and tongue arrangements removed, water wells, a building fully enclosed with a minimum of 400 square feet of floor space, with a permanent foundation and roof, any barn or shop not fully enclosed with over 800 square feet of floor space and with a permanent foundation affixed to the earth. Contract term is five years continuous billing.

Home, square footage \_\_\_\_\_  Manufactured/Mobile Home, square footage \_\_\_\_\_

Shop, square footage \_\_\_\_\_  Barn, square footage \_\_\_\_\_  Water Well-pump HP \_\_\_\_\_

Other (describe, with square footage) \_\_\_\_\_

Type of Use:  Primary Residence  Weekend/Vacation Home  Seasonal Home

Rental/Lease Home  Primary Business  Irrigation/Stock Water

Other, please describe: \_\_\_\_\_

Stage of Construction:  None  Planning Stage  Foundation Poured

Under Roof  Completed  Water Well Permitted  Water Well Drilled

Do you need temporary power during construction?  Yes  No

Electric Heating  Yes  No If Yes, select type – size (tons): \_\_\_\_\_

Central with Electric Furnace  Central with Gas Furnace  Air Source Heat Pump

Ground Source Heat Pump  Space Heater  Other

Electric Cooling  Yes  No If Yes, select type – size (tons): \_\_\_\_\_

Central with Electric Furnace  Central with Gas Furnace  Air Source Heat Pump

Ground Source Heat Pump  Window Unit  Other

Electric Water Heater  Tank, gallons \_\_\_\_\_  Tankless, KW: \_\_\_\_\_

Swimming Pool, heated?  Yes  No  Hot Tub

Shop Equipment (ex: welding, compressor), please list: \_\_\_\_\_

Indoor Large Appliances (ex: clothes washer/dryer, dishwasher, refrigerator/freezer), please list:

Other large electrical systems or appliances:

**If Service is not Permanent, please select from the following:**

**Up and Down:** *All mobile or portable, such as carnivals, concession stands, construction sites, facilities, or projects of a known temporary nature. Contract term is a minimum of one month, not more than 12 months.*

Description: \_\_\_\_\_

**Temporary:** *Individual mobile homes and recreation vehicles or to installation for commercial enterprises of a speculative nature and any other type of installation where the amount of use and the permanency of service cannot, in the opinion of the Cooperative, be reasonably assured. Contract term is a minimum of one month, not more than 12 months.*

Description: \_\_\_\_\_

<b>RATE, SERVICES AND REQUIREMENTS INFORMATION</b>
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Please select the applicable Rate Schedule for the type of service:

- Residential       Small Commercial (requires less than 50 kVa transformer)
- Irrigation (less than 50 HP)
- Large Power (requires 50 kva or larger transformer OR Irrigation pump 50 HP or higher)

Are you interested in a time of use rate schedule?       Yes       No

Please check to designate if you are interested in these services provided by Sierra Electric Cooperative, Inc.:

- Auto Pay       SmartHub Online Account Access
- Operation Round Up (donation to Scholarship Fund)
- Paperless Billing       Budget Payment Plan       Solar/Net Meter Interconnection

Are you installing new electrical systems or appliances that may qualify for a rebate from the Sierra Electric Cooperative, Inc. Energy Efficiency Product Rebate program?       Yes       No

For application to be complete, we require the following additional documents provided to Sierra Electric Cooperative, Inc.:

- Property Warranty Deed
- Property Tax Statement with Legal Description
- County 9-11 Address Assignment (if an occupied building will be on property receiving service)
- Property Plat Map with Easements
- Detailed description/drawing of desired meter location on property
- Applicant Photo ID.

Please list the name and phone number of your electrician:

\_\_\_\_\_

Do you authorize Sierra Electric Cooperative, Inc. contacting the electrician directly with any questions related to your application?                       Yes                       No

Please note that by submitting this application, you are authorizing Sierra Electric Cooperative, Inc. to invoice you for the applicable estimate fee. If estimate fee is not paid within 30 days of invoice date, your application will be discarded, and request will be cancelled.

By signing this application, you agree that it is your responsibility to read and adhere to Sierra Electric Cooperative, Inc.'s line extension policy.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_