Online Form Instructions

- For the purpose of ECI REC online forms, when the word "signature" appears, a typed, legal name is an acceptable substitute. As long as the complete, legal name appears in each blank for which a signature was requested, the form is accurate and binding (pending accurate completion of all other form sections). It is not necessary to print and sign the form if users plan on taking advantage of the "submit by email" option provided on the final page of each form.

- Some rebates may require the actual signature of mechanical engineers. ECI REC will follow-up with members applying for those rebates as necessary.

- Please do not fill out the "office only" sections of the form. Tab past them when filling out the form.

- Completed forms and required sales receipts or invoices may also be submitted to ECI REC via fax at (319) 443-4359. Please submit both the completed form and accompanying invoice(s) using the same method—fax or email—to ensure they arrive together at ECI REC.

- Fill-able PDF forms work in most all web browsers, *except* <u>Firefox</u>. Suggested web browsers to use when completing the forms are: Internet Explorer, Chrome, Safari, Android, etc.

East-Central Iowa Rural Electric Cooperative
2400 Bing Miller Lane | PO Box 248 | Urbana, IA 52345-0248
Ph: 877-850-4343 | F: 319-443-4359 | ecirec@ecirec.coop
www.ecirec.coop

New Facility/Facility Extension Request

List the 911 address of the service location: _____ city/zip:_____

  OR   the closest address, neighbor, landmark, etc.: _____

Your current billing address: _____ city/zip: _____

General Phone #: _____   Outage Phone #: _____

Billing Email: _____   General/Outage Email: _____

If known: Is there a permit needed? __Yes __No   Permit #:_____   Provided/spoke to whom_____

Please use this form to apply for a pre-engineering appointment for new facility or improvements to an existing facility. We urge members to plan ahead so the work can be completed in a timely manner. If you should have questions, contact our operations department toll free at 877-850-4343 or email operations@ecirec.coop.

1.   Briefly explain what your electric facility needs are: _____

_____

2.   This facility request will be for

          a.   ___ a NEW facility

          b.   ___ an EXISTING facility/account

          ___ I currently have an account with ECI REC

          ___ I have never had an account with ECI REC

3.   Is this:

          a.___ an existing facility   ___ existing facility w/new structure

                 i.   See our Website for more information regarding a Facility Extension.

                      (ECI's Electric Tariff, Section 5 Facility Extensions explains our policy)

          b.___ building new (unbroken ground)   ___ building in process

                 i.   See our Website for more information regarding a New Facility.

                      (ECI's Electric Tariff, Section 3 Request for Facility explains our policy)

4.   What type of structure are you needing electric facilities for (home, outbuilding, cabin, bin, etc.):

_____

5.   Is power needed for _____ (number) of outbuildings or for _____ (number) of bins? ___ N/A

6. Are you wanting an ___Underground facility or an ___Overhead facility?
   (contact ECI REC for the most current costs of these facilities.)

7. If you are already in process of building, give some details of what stage you are in:_____

8. What date do you anticipate to begin construction? _____

9. What date do you anticipate you need electric facilities: _____

10. Name of your electrician/contractor you would like us to meet with if you are not available?_____

    a. Permit needed?___   Permit #:_____

    b. Provided by/spoke to whom_____

11. Do you plan to ___lease or ___own a security light? __ N/A

    a. ECI's Electric Tariff Section 28.12 Security Light Service lists current pricing (sheet 107)

12. Heating/cooling, water heater, etc. rebates to think about – information provided.

13. HeatPlus rate is available for homes with electric heat as the primary.

14. Where should pole/box be located on premises? (diagram)

--------------- Use Google to Provide an Image of Your Service Area ---------------

To help us to understand the demographics of your property and the locations of its buildings, Google Maps and Google Earth are two great universal resources. Both tools are very user-friendly resources that we've found many members and contractors already use, or are at least familiar with.

- Google Maps is very similar to MapQuest and does not require you to download anything to your device.
    - Tips on how to use Google Maps.
- Google Earth is a program app that is FREE and SAFE that you can download to your desktop or mobile device. (Requires a little more computer power than Google Maps.)
    - Tips on how to use Google Earth