New Construction Service Application

Scope of Work and Member Responsibilities

FreeState Electric Cooperative will handle requests for new construction services in the order the requests are received but will also consider member's circumstances and needs when establishing its design and construction schedules. FreeState assumes no liability for unforeseen factors that delay the project completion date.

FreeState provides and installs a meter base for our members seeking new standard service. The meter base provided will either be a meter loop installed on a pole or a meter pedestal for underground service, served from a pad mounted transformer. FreeState will install, own, and maintain this meter base. The type of meter installation and location will be determined and agreed upon during a new construction meeting held between a FreeState representative and the member seeking a new service. This meeting should not occur until the foundation and all other utilities are staked. The cost of installing the meter base will be included in the overall construction cost, presented to the member.

The recommended total distance of secondary and service conductor from the transformer location to the service entrance of the primary structure in need of service is 150 feet.

Any wire or service components installed on the load-side of the Point of Demarcation, as defined in the FreeState Construction and Service Standards, will be the responsibility of the member. This will include, but not be limited, to all trenching, conduit, conductors, and connections. For Standard Service, the Point of Demarcation is the load side lugs of meter base or integrated main breaker. FreeState's Construction and Service Standards can be found on FreeState's website: www.freestate.coop/standards. Open trenching must be inspected by the FreeState crew prior to backfilling unless on member side.

If builder is applying for service they assume all costs of the electric bill until service is transferred to the Owner. The Owner will need to contact the office and apply for service in order for the service to be transferred into their name. Applicant is responsible for all costs associated with the Aid in Construction (AIC). A $250 application fee must be paid prior to a site visit or any scheduling of work.

Members are responsible for notifying FreeState of any mailing address changes, including updated temporary mailing addresses.

FreeState Electric Cooperative, Inc.
Your Touchstone Energy® Cooperative
1100 SW Auburn Rd
Topeka, KS 66615
(785) 478-3444 • (800) 794-1989
www.freestate.coop
linedepartment@freestate.coop

Estimated Connect Date: _____

Applicant is: ☐ Owner ☐ Builder

Member's Name: _____

Or If Business: _____ If Business, Employer ID#: _____

Birth Date: _____ Employer: _____

Home Phone: _____ Mobile Phone: _____

E-Mail Address: _____

Co-Member's Name: _____

Birth Date: _____ Employer: _____

Home Phone: _____ Mobile Phone: _____

E-Mail Address: _____

Service Location (911 Address)

Street Address: _____

City: _____

State: _____ Zip Code: _____

Nearest Intersection: _____

County: _____

Subdivision Name (if applicable):

_____

Block: _____ Lot: _____

Mailing Address ☐ Same as Service

Street Address: _____

City: _____

State: _____ Zip Code: _____

FEC Use Only. Do not mark.

Member No.: _____

Account No.: _____

Work Order No.: _____

Date Received/Entered: _____

T: _____ R: _____ Sec: _____

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Service Location

Street Address: _____

City: _____

State: _____ Zip Code: _____

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PRIMARY CONTACT

☐ Building Contractor

☐ Electrician

☐ Applicant

ELECTRICIAN

Company: _____

Name: _____

Phone: _____

Email: _____

BUILDING CONTRACTOR

Company: _____

Name: _____

Phone: _____

Email: _____

PLEASE NOTE: FreeState will contact your primary contact as listed. The primary contact will be responsible for coordinating who needs to be present for any site visits by the cooperative. FreeState is not responsible for coordinating site visits with any other party other than the primary contact and cooperative staff.

TYPE OF USE

☐ **Residence** ☐ **Business**

☐ Permanent Residence
☐ Weekend/Vacation/Seasonal Home
☐ Mobile or Modular Home
☐ Water Well
☐ Irrigation
☐ RV
☐ Other: _____

Other Load

☐ Welder _____KW
☐ Compressor _____HP/KW
☐ Heated Shop _____KW
☐ Other _____KW

DESCRIPTION OF ELECTRICAL LOADS

HVAC Type

☐ Electric
☐ Gas or Propane
☐ Heat Pump _____ Tons

Water Heater

☐ Electric
☐ Gas or Propane
☐ On Demand

Commercial

Number and size of motors

_____
_____
_____

Please read the Terms and Conditions before signing the application. The undersigned hereby makes application to the FreeState Electric Cooperative, Inc. for membership and/or electric service and agrees to the terms and conditions. The undersigned also certifies that all statements made in connection with this application are true and correct to best of his/her knowledge. With your signature you agree, in order for us to service your account or collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or emails, using any email address you provide us. Methods of contact may include using pre-recorded or artificial voice messages and/or the use of an automatic dialing device, as applicable. I/We have read this disclosure and agree the FreeState Electric Cooperative, Inc. may contact me/us as directed above.

Member Signature _____ **Date** _____

Co-Member Signature _____ **Date** _____

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TERMS & CONDITIONS

KEEP FOR YOUR RECORDS. This section of the agreement DOES NOT need to be returned to FreeState.

FreeState offers a FREE app for account management. For information on how to download and use SmartHub, visit www.freestate.coop/SmartHub

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1) **MEMBERSHIP** – When this application is accepted by the Cooperative, it will constitute the Member's Membership.

2) **PAYMENT** – The Member will, when electric energy becomes available, purchase from the Cooperative all central station electric power and energy used on the premises described in this application, and will pay for such service at rates and terms which may be established or modified by the Board of Trustees as provided by law. The Member hereby gives written consent to the Cooperative to transfer to the Member's current service account, regardless of class, any unpaid balance owed for service received or costs incurred at this or any separate metering point, residence or location, regardless of the class of service received or when such service was received whether prior, concurrent, or successive.

3) **WIRING** – The Member shall cause his premises to be wired in conformance with the National Electrical Safety Code and all applicable governmental specifications.

4) **ADDITIONAL PROVISIONS** – The Member will, as a member of the Cooperative, comply with and be bound by, as though fully set out herein, the provisions of the Articles of Incorporation and Bylaws of the Cooperative, and any Rules and Regulations and Rate Schedules as may, from time to time, be adopted by the Cooperative.

5) **DELIVERY OF SERVICE** – Service to be furnished under this agreement is to be delivered and received at a mutually agreed point on the Member's premises described on the application. The point of delivery to the Member, otherwise known as the Point of Demarcation (POD), shall be defined in the Cooperative's Construction and Service Standards. For any circumstances for which a POD has not been defined, the Cooperative's meter and equipment shall constitute the POD. The Member will own and maintain all poles, wires, equipment and other facilities beyond the Point of Demarcation.

6) **PERSONAL LIABILITY** – The Member, by becoming a member, assumes no personal liability or responsibility for any debts or liabilities of the Cooperative.

7) **SECURITY DEPOSIT** – The Cooperative may require the Member to provide credit information prior to rendering electric service. The Cooperative may also require at any time, upon proper notice, a cash security deposit in accordance with the Cooperative's Rules and Regulations. Such deposit will bear interest and be refunded in accordance with those Rules and Regulations.

8) **ACCESS** – The Cooperative will have the right of access to the Member's premises for the purpose of installing, reading, inspection, or repairing any meters, devices, and other equipment for any purpose incidental to the electrical service supplied to the Member.

9) **TERMS** – The acceptance of this application by the Cooperative shall constitute a binding agreement between the parties hereto and shall continue in force from the date service is made available on month by month basis or such other term as may be agreed to, in writing, by the Member and the Cooperative, until canceled by at least (3) days notice given by the Member to the Cooperative, or by disconnection of the Member's service by the Cooperative.

10) **SUCCESSION** –This Agreement may be assigned by the Member only with the consent of the Cooperative, but shall be binding upon and inure to the benefit of the successors, legal representatives, heirs, devises, and assigns of the respective parties hereto.

11) **WAIVER** – No representative, agent, or employee of the Cooperative shall have the power to amend, modify, alter or waive any of the provisions or terms of this contract or any of the general terms and conditions relating not herein contained. Any promises, agreements or representations made by any representative, agent or employee of the Cooperative not herein set forth shall be void and have no effect.

12) **COMPLIANCE** – Failure on the part of the Member to accept service from the Cooperative, to comply with the Certificate of Incorporation, Bylaws, Rules and Regulations, or to carry out the terms and conditions of the contract, shall not relieve the Member from the payments and conditions as set forth in this contract.

13) **AGENT** – An individual named by the member who is allowed to conduct business on behalf of the member. The agent will have access to all account information. An agent is not a member of the cooperative, nor the owner of the account. The agent will not be sent information.