




# Jump River Electric Cooperative, Inc.

Since 1938

Your Touchstone Energy® Cooperative 

## CHECKLIST FOR NEW ELECTRIC SERVICE APPLICATION

**Before services can be installed to provide electric service to your account, the following must be completed:**

### **New Service Procedure:**

- 1. Contact our Operations Department; Ladysmith 715-532-5524, [jbehreandt@jrec.com](mailto:jbehreandt@jrec.com) or Hayward 715-634-4575, [jdonnellan@jrec.com](mailto:jdonnellan@jrec.com), to initiate the new service process. You will be asked to provide the following:
  - Property Location and description.
  - Your contact information: name, mailing address, phone number, and email address.
  - A copy of your Warranty Deed to facilitate creation of an easement for electrical service (providing this deed will help expedite the new service process).
  
- 2. Upon receipt of the warranty deed, we will set up a time for estimating the new service on your property. A Cooperative employee will meet you at your site to discuss your options and needs. You will receive your Estimate of Contributions in Aid of Construction and documents needed to complete construction.
  
- 3. When you are ready to move forward with the new service, we will need the following documents completed and returned to our office before construction will take place.
  - Membership Application
  - Affidavit – all work must be completed by your electrician; form must be filled out and signed by your electrician showing work has been completed.
  - Easement – Return the completed right of way easement with legal description and signature(s) of all landowners. Legal descriptions are required. You can get copies of your warranty deed from the Register of Deeds in the county where the property is located. All signatures must be notarized.
  
- 4. Aid of construction or any other payments due to JREC must be paid in full prior to scheduling the installation of electric service.
  
- 5. The member is responsible for providing JREC with accurate property line location and clearing the right-of-way on the property.
  
- 6. Monthly billing will begin after the construction process has been completed.

**UPON COMPLETION OF MEMBERSHIP APPLICATION, AFFIDAVIT, EASEMENT AND PAYMENT HAS BEEN MADE, PLEASE NOTIFY OUR OPERATIONS DEPARTMENT TO SET UP A TIME TO INSTALL ELECTRIC SERVICE.**