




# Prince George Electric Cooperative

A Touchstone Energy® Cooperative 

## **Checklist for establishing service for a Business account** *(Partnership, LLC, Sole Proprietor)*

- Membership application (must be completely filled out & signed). Trade References should be provided on the Application for Service.
- Please provide the following based on the Business Need
  - Purchase: Copy of Signed Closing Documents with Service Address shown
  - Rental: Copy of Lease Agreement with Service Address shown
  - Property Management: Copy of Agreement designating Property Manager as Agent with Service Address shown
  - Real Estate Agent: Copy of Listing Agreement with Service Address shown
- Primary contact information validated by documentation
- Statement of Partnership, Operating Agreement, or Business License for Sole Proprietor
- Most recent Audit/Financial Statements OR Latest Tax Return
- Activation fee-\$30
- Membership fee-\$5
- In lieu of Trade References on the Application for Service, Applicant may provide a Credit Reference letter from a recent Electric Utility Vendor with the following criteria:
  - \*Must be from your most recent electric company
  - \*Must have been within the past 12 months with prior/current utility
  - \*Must have 12 months of satisfactory service with 11 bills paid on time, no disconnect for nonpayments, and/or no returned checks.
  - \*The account name of the prior electric company must be in the same name as the applicant/joint applicant.
- If it is determined that you are required to pay a security deposit, it may be paid in 3 installments. The first installment is due immediately and the second and third installments will be billed during your first two months of billing. You also have the option of paying the full security deposit immediately.
- Failure to supply documentation may result in our inability to determine credit risk, thus requiring an additional deposit

If you have any questions, please contact a Customer Service Representative at (804) 834-2424. Our fax number is (804) 834-8217 for the Waverly office and (804)863-1332 for the Prince George office.

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