



Markle: P.O. Box 605, Markle, IN 46770

Main Office Phone: (260) 758-3155

Wabash: 350 Wedcor Ave., Wabash, IN 46992

Office Hours 7:30 am to 4:00 pm

NEW SERVICE / SERVICE UPGRADE CHECKLIST

Heartland REMC Representative: _____

Consumer Name: _____

Service Location: _____

REQUIREMENTS NEEDED FOR ENGINEERING

Completed

Billing Information

*The Billing Department will need your Personal Information, Credit Check and the Service Address

Service Agreement signed and returned to REMC

*This is typically signed at the site meeting or it can be signed electronically via email communication with the Engineering staff.

Legal Description of Property

*Supply to Engineering for Easement preparation. This must be a copy of the legal deed obtained from the Recorder's Office at the courthouse. It will contain time and date stamp of when it was recorded as well as the document ID number.

Required Easements obtained

*Completed easement must be notarized and recorded at the courthouse by the member, then a copy of the recorded easement sent to REMC either by USPS or email.

Construction Contract Signed

*Up to 30 month add-on construction contract

Estimated Construction Fees Paid

*All fees must be paid in full or have a signed contract prior to construction starting

Meter Socket w/By-Pass Lever Installed to REMC Specs

*Obtain installation spec from engineering department or Heartland REMC's website

All Member Supplied Conduit properly installed

*2" or 2.5" for "200 Amp" meter sockets - 3" or 3.5" for "400 Amp" meter sockets - Conduit for under driveways or roads will be supplied and installed by REMC.

All Member owned facilities exposed

*This includes but is not limited to tiles, water lines, phone lines, electric lines or septic systems. **Heartland REMC is not responsible for repair of member owned facilities if they are not exposed.

Needs County Inspection - Passed

*Member will need to call REMC when it has passed Inspection

Grade Work completed within 4" to 6" of Final

*This includes any decks or sidewalks that may be under the meter socket.

REMC Construction area Cleared by Owner

*12 FT wide trench path and area around meter socket needs to be clear of debris, trees, brush or any other obstructions.

OTHER: _____

Members Signature: _____ **Date:** _____

*Once all applicable requirements are met, sign and return this document to Heartland REMC Field Service Representative. This document will serve as our indication that the member is ready for service. **If REMC crews arrive on site and any of the above requirements are not met and cannot be immediately remedied, the crew will leave the site and will not return until all the requirements have been satisfied and the job has been re-scheduled with the Operations Department. Not having all of the requirements met may result in a delay in installation of service.**

Please direct any questions about scheduling to Operations Department
 Wabash Operations Department - 260-758-3626
 Markle Operations Department - 260-758-3603