



ZIA NATURAL GAS COMPANY

Service Application Checklist

Applicant is:

Property Owner

Renter

Application for New Service/Basic Application Packet (for service at a location where Zia Natural Gas has a meter installed):

Property owner will need:

- 1 Page Application
- Proof of Ownership:
 - Warranty Deed OR;
 - 1st and last page of purchase contract OR;
 - Copy of property taxes
- Copy of Driver's License

Renter will need:

- 1 Page Application
- Lease Agreement OR;
 - Letter of Occupancy from landlord
- Copy of Driver's License
- Deposit (\$_____)

Deposit is based on historical usage at residence. In lieu of a deposit, Zia Natural Gas will accept a Credit Reference Letter from another utility indicating no late payments in the previous year.

Application for New Construction or Conversion/Four-Page Applications (for new service at a location where Zia Natural Gas DOES NOT currently have a meter installed) (Please note, only the Property Owner may submit this application/request)

Property Owner will need:

- 4 Page Application
- Proof of Ownership:
 - Warranty Deed OR;
 - 1st and last page of purchase contract OR;
 - Copy of Property Taxes
- Copy of Driver's License



ZIA NATURAL GAS COMPANY APPLICATION FOR GAS SERVICE

Terms and Conditions

Zia Natural Gas Company, ("the Company") is hereby requested to provide gas service at the location herein described (the "premises"), and to furnish, own and maintain metering and regulating equipment located on the premises, and the Customer agrees to take and pay for such service. As a condition to such service, it is understood and agreed as follows:

1. All private service lines, piping, appurtenant facilities, and gas-burning appliances or equipment (excluding metering and regulating equipment), located on or within the premises, shall be owned, maintained and controlled by the Customer and/or premises' owner in accordance with the Company's rules, tariffs, and other applicable laws and regulations as amended from time to time. Except as otherwise required by law, the Company is in no way responsible for the inspection, testing, maintenance, or repair of equipment or facilities not owned by the Company.
2. The Customer agrees to pay for gas service at the Company's established rates as amended and changed from time to time, plus all sales, use, excise and other taxes and fees. The Customer further agrees to abide by the Company's present and future rules, tariffs and other applicable laws and regulations as a condition of gas service.
3. The Customer agrees that the Company will have the right of access to the Customer's premises at reasonable times for the purpose of installing, reading, inspecting, testing, maintaining, or repairing metering and regulating equipment, or for the purpose of removing its property, and for all other proper and lawful purposes. The Customer shall properly protect the Company's property located on the premises.
4. The Company shall not be liable for damages due to interruptions in service and the Customer shall hold the Company harmless from any and all claims or liability for damage or injury to persons or property which may arise out of or be caused by the construction, maintenance, use, or operation of service lines, piping, facilities, equipment, or appliances which are located on the premises.
5. For gas service requiring conversion to natural gas from an alternative fuel source: Customer understands that in some cases the conversion to natural gas of a Customer-owned appliance may result in the nullification of the manufacturer's warranty for the Customer-owned appliance.
6. Customer agrees that in the event the manufacturer's warranty is nullified by the conversion to natural gas by a Company representative, that Customer shall be fully responsible and shall hold the Company harmless for any and all claims which may have been covered by the manufacturer's warranty.
7. This application pertains solely to one meter to be installed at the premises. Separate applications will be required for other meters or locations.
8. It is further understood and agreed that I will be billed a minimum base charge \$ _____ plus gas consumption upon installation of service line and meter commencing with the Company's next applicable billing cycle.

Date of Application _____ Date Gas Service Desired _____

Own ____ Rent ____ Type of Gas Service (circle one): Residential Commercial Irrigation Other _____

Customer's Name: _____ SSN: _____

Spouse's Name: _____ SSN: _____

Business Name (if applicable): _____

Tax-exempt? Yes ____ (Provide copy of tax certificate) No ____

Driver's License # _____ Email _____

Employer _____ Telephone No. _____

Spouse Employer _____ Telephone No. _____

Service Address _____
(Physical Address/City/State/Zip)

Mailing Address _____

Telephone No. Home: _____ Mobile: _____ Business: _____

Owner of Premises: _____ Address _____

Previous Owner/Tenant: _____ Telephone No. _____

After Hours Emergency Contact: Name _____ Telephone: _____

Have you previously had an account with Zia? Yes ____ No ____

If Yes, at what location? _____ Number of Years _____

Do you presently have gas service with Zia in your name? Yes ____ No ____

If yes, what address (physical address, city)? _____

Do you want to discontinue your present gas service? Yes No If yes, what date? _____

The Customer attests that by signing this application, he/she has received and read a copy of the Company's Customer Service Guide.

Customer's Signature: _____ Application Taken By: _____



**ZIA NATURAL GAS COMPANY
LINE EXTENSION AND CONVERSION**

In accordance with Customer's Application for Service, signed on _____, and Zia's Rule No. 29, Line Extension Policy, Zia has agreed to extend a service line to Customer's premises. Customer must convert its appliances including the main heat source in order to receive such service. If the conversion is not completed within 30 days of the service line installation, Customer agrees to pay Zia the actual cost of the service line extension. This sum will be refunded to the Customer upon completion of the conversion and commencement of gas service.

Service Address: _____ Date : _____

911 Address/Legal

Description/Subdivision: _____

APPLICATION REQUEST MUST INCLUDE LOT, BLOCK AND SUBDIVION TO PROCESS REQUEST

Customer Signature: _____

**IF THE RESIDENCE IS ALL-ELECTRIC OR YOU ARE CONVERTING YOUR ENERGY SOURCE,
YOU ARE RESPONSIBLE FOR HIRING
A PLUMBER TO PERFORM THE CONVERSION TO NATURAL GAS.**



CUSTOMER CONVERSION CHECKLIST

Full time Resident _____ Part time Resident _____ Rental Property _____

New Construction _____ Estimated Construction Completion Date _____

New/Used Mobile Home Set _____ Estimated Blocking Date of Mobile _____

Propane Conversion _____ Average Use Per Year _____

Conversion to be done by private plumber _____ Name: _____

Total Electric Conversion _____ Plumber Name: _____

Appliances to be converted or added:

Main Heat Source (required for free service line and meter) _____ A/C _____ Water Heater _____

Range _____ BBQ Grill _____ Gas Light _____ Clothes Dryer _____ Gas Logs _____

Fire Place or Insert _____ Other _____

House access information if owner will not be present for inspection and/or conversion

Call Customer before running service line? _____ Phone No. _____

Special Meter and Line Location Request? _____

Comments:

**** Illustration****
Service line and meter location