



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

	Need to Do	Done
Billing Information	<input type="checkbox"/>	<input type="checkbox"/>
<small>*Call the Billing Dept. to set up new account, if needed and after meeting with the Engineering Representative on site. The Billing Department will need your Personal Information, Credit Check and the Service Address</small>		
Service Agreement signed and returned to REMC	<input type="checkbox"/>	<input type="checkbox"/>
<small>*This is typically signed at the site meeting or it can be signed electronically via email communication with the Engineering staff.</small>		
Legal Description of Property	<input type="checkbox"/>	<input type="checkbox"/>
<small>*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.</small>		
Required Easements obtained	<input type="checkbox"/>	<input type="checkbox"/>
<small>*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.</small>		
Construction Contract Signed	<input type="checkbox"/>	<input type="checkbox"/>
<small>*Up to 30 month add-on construction contract</small>		
Estimated Construction Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>
<small>*All fees must be paid in full or have a signed contract prior to construction starting</small>		
Meter Socket w/By-Pass Lever Installed to REMC Specs	<input type="checkbox"/>	<input type="checkbox"/>
<small>*Obtain installation spec from engineering department or Heartland REMC's website</small>		
All Member Supplied Conduit properly installed	<input type="checkbox"/>	<input type="checkbox"/>
<small>*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 at the members expense.</small>		
All Member owned facilities clearly marked and - or exposed	<input type="checkbox"/>	<input type="checkbox"/>
<small>*This includes but is not limited to tiles, water lines, phone lines, electric lines or septic systems</small>		
Needs County Inspection - Passed	<input type="checkbox"/>	<input type="checkbox"/>
<small>*Member will need to call REMC when it has passed Inspection</small>		
Grade Work completed within 4" to 6" of Final	<input type="checkbox"/>	<input type="checkbox"/>
<small>*This includes any decks or sidewalks that may be under the meter socket.</small>		
REMC Construction area Cleared by Owner	<input type="checkbox"/>	<input type="checkbox"/>
<small>*Trench path and area around meter socket needs to be clear of debris, trees, brush or any other obstructions.</small>		
OTHER: _____	<input type="checkbox"/>	<input type="checkbox"/>

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