

# CHECKLIST FOR NEW CONSTRUCTION

## REQUIRED:

- New Customer Application
- \$150 DEPOSIT
- Copy of Land Assignment
- Verification of Physical Address From Utility Authority
- Request for Electrical Service  
(Filled Out By Contractor)

## OPTIONAL:

- 2 Year Security Light Agreement

## PLEASE READ:

\*Once all **REQUIRED** documents are turned in, we will process your paperwork. Any additional paperwork that is not listed and is needed, will be determined by the Staking Technician.





## CUSTOMER APPLICATION

NAME	ACCOUNT NUMBER
------	----------------

**IS HEREIN REQUESTING TO:**

- |   |   |
|---|---|
| <input type="checkbox"/> Apply for NEW SERVICE<br><br><input type="checkbox"/> Apply for service on NEW CONSTRUCTION<br><br><input type="checkbox"/> Apply for service DISCONNECTION or TRANSFER of Account | <input type="checkbox"/> Add additional individual to Account (CO-APPLICANT)<br><br><input type="checkbox"/> Apply for a Service Account Name Change<br><br><input type="checkbox"/> Address/Phone Number Correction (Verification required for physical address correction or change.) |
|---|---|

**AT:**

MAILING ADDRESS	PHYSICAL ADDRESS
CITY/STATE/ZIP	PHONE NUMBER
EMAIL ADDRESS	ADDITIONAL CONTACT NUMBER

### SECTION I – APPLY FOR NEW SERVICE OR SERVICE ON NEW CONSTRUCTION

- The following documents and fees will apply:
- NEW SERVICE: Move In Sheet from renting entity (JAHA, Jicarilla Construction, Dulce Schools, JAU, etc.) or Rental Agreement, and a \$150.00 Deposit.
  - NEW CONSTRUCTION: A copy of Land Assignment, a copy of Verification of Physical Address Form, a \$150.00 Deposit, and any applicable Construction Deposit/Fees.

### SECTION II – APPLY FOR A SERVICE ACCOUNT NAME CHANGE

- CHANGE (Please provide a copy of legal Name Change Document)
- REMOVE (Primary Account Holder ONLY)

PRINT NAME	EFFECTIVE DATE
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### SECTION III – ADD AN ADDITIONAL INDIVIDUAL TO ACCOUNT (CO-APPLICANT)

PRINT NAME OF CO-APPLICANT	EFFECTIVE DATE
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I understand that by reason of this authorization, the above named co-applicant may conduct the following designated activity and transactions on the account(s) that I, as customer of record, may direct or perform even though I remain responsible for all payments and other service obligations. This authorization shall continue in effect until the date specified unless earlier terminated by me in writing, the customer of record: ***Request and receive balances on accounts, establish payment arrangements, request and receive billing history and all meter usage history, request connection and disconnection of services.***

**SECTION IV – APPLY FOR SERVICE DISCONNECTION OR TRANSFER OF ACCOUNT**

**SERVICE DISCONNECT**

**TRANSFER OF ACCOUNT**  
(Move IN/OUT Sheet from renting entity required)

EFFECTIVE ON (DATE): \_\_\_\_\_

EFFECTIVE ON (DATE): \_\_\_\_\_

**FORWARDING INFORMATION:**

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHYSICAL ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

**TRANSFER ACCOUNT TO:**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHYSICAL ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

By requesting a Service Disconnection or Transfer of Account, I understand that a final bill will be produced, and I agree to pay to the Jicarilla Apache Nation Power Authority any and all outstanding bills not yet received but owed on this account. If there is a deposit on this account, and it is sufficient to cover any amounts owed, the account may be transferred and the balance on the account will be deducted from the deposit, and the Jicarilla Apache Nation Power Authority will refund any remaining deposit amount.

**SECTION V – CUSTOMER APPLICATION SIGNATURE**

By signing this application, I agree to pay JANPA all applicable consumer deposits; to be bound by and to comply with all applicable laws and regulations, policies, consumer classifications, rates, charges and service rules and regulations, and any applicable codes or laws of the Jicarilla Apache Nation both as the same now exist or may hereafter be adopted, repealed, amended or supplemented.

\_\_\_\_\_  
APPLICANT/CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE (If applicable)

\_\_\_\_\_  
DATE

**JANPA OFFICE USE ONLY**

Mbr Sep: \_\_\_\_\_

Other Fee: \_\_\_\_\_

Entered by: \_\_\_\_\_

Deposit: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Reconnect Fee: \_\_\_\_\_

Date: \_\_\_\_\_

Refund (Y/N): \_\_\_\_\_



**JICARILLA APACHE NATION  
POWER AUTHORITY**

**P.O. Box 510 • 50 NORTH MUNDO DRIVE  
DULCE, NEW MEXICO 87528  
575.759.2210**

**REQUEST FOR ELECTRICAL SERVICE**  
**(Non-Commercial or Industrial Use)**

**Non-Permit Service Area Release  
Letter of Compliance**

**TO BE FILLED OUT BY CUSTOMER:**

Consumer's Name: \_\_\_\_\_

Area: \_\_\_\_\_ Land Status: TRIBAL  PRIVATE

Location and Description of Residence: \_\_\_\_\_

\_\_\_\_\_

**TO BE FILLED OUT BY CONTRACTOR:**

I certify that the wiring referenced above was performed under my supervision and that all work done under this application will comply with the 2020 State, 2020 N. E. C., and NESC Electrical Codes. Residence is ready for Electrical Service.

It is understood that the most restrictive code or regulation controls installation.

Acknowledged: \_\_\_\_\_ Licensed #: \_\_\_\_\_

State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**TO BE FILLED OUT BY JANPA:**

Meter Loop Inspection Date: \_\_\_\_\_

Rough-In Inspection Date: \_\_\_\_\_

Meter Pole/Meter Pedestal Inspection Date: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_

**CERTIFICATION**

The above acknowledged New Mexico licensed electrician has inspected and approved the electrical installation on the above dwelling and by signing this inspection has approved the installation as meeting all electrical specifications, codes, and requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_



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## 2 YEAR/SECURITY LIGHT AGREEMENT

The Jicarilla Apache Power Authority is offering free installation of LED Security Lights. Customer must have an existing meter pole, lift pole, or transformer pole near location for security light installation. However, if maintenance is required on these lights JANPA will fix or replace the light at no charge, but if the light is vandalized then the consumer (customer) will be responsible for the cost to fix or replace the security light. If the light is requested to be disconnected by the customer, the remainder of the unbilled portion of the 2 year billings, will be due immediately. Please mark the security light and indicate the quantity of your choice below:

(Indicate Quantity)

- 57 Watt – LED \$14.50 per month per light  
(Open Head Type) \_\_\_\_\_
- 150 Watt – LED \$14.50 per month per light  
(Cobra Head) \_\_\_\_\_
- 80 Watt – LED \$14.50 per month per light  
(Power Flood) \_\_\_\_\_

Print Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

**By signing below I have read and agreed to these terms and conditions:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_