



## **APPLICATION FOR SERVICE CHECK LIST**

### **Real Estate Agents requesting service for foreclosed properties:**

When applying for service a "Contract for Service" with Keys Energy Services (KEYS) must be completed. The following information shall be obtained from the person applying for service:

- Real Estates Brokers authorization form for the agent requesting service. Applicant's name, date of birth, driver's license, address (including street, house number or apartment number, and/or the name of subdivision with lot and block number).
- For Corporate Accounts, an officer of the corporation must sign for any account that must be in a corporation's name, and a copy of the Articles of Incorporation must be provided to KEYS.

### **Real Estate Agents obtaining service must provide the following documentation.**

An authorization letter from the rightful owner [bank or title holder], signed by an authorized signature, notarized and addressed to KEYS stating that they in fact own the property [as evidenced by a certificate of title], authorizing the realtor or property manager to turn on electric service in the realtor's or property manager's name.

- Applicable Deposits will be required.
- Should any electrical problems be identified at the time the service is being connected, KEYS will not establish service until said problems are corrected and all applicable inspections (City or County) are received.