New Construction Package Checklist

- ☐ Membership Application and Agreement
- ☐ Application for Electrical Service – Residential/General Service
- ☐ Damage Waiver
- ☐ New Construction Service Check List
- ☐ Copy of your Driver's License
- ☐ Optional Forms (available on website for download):
  - Outdoor Light
  - Bank Draft
  - Credit Card Draft

Optional forms are available for download on our website.
After you have completed the checklist, please send the documents via email (newmember@myjec.coop), mail, or stop by one of our offices. Please allow 72 hours for processing.

NEW SERVICE REQUIRMENTS

1. JEC Application For Service
2. Membership Deposit and Non-Refundable Engineering Fee
3. County Permit
4. Staking Property Requirements
5. Meet with Line Design Coordinator
6. Meter Loop Requirements
7. Physical 911 Address Assignment

Jackson County District
8925 State Highway 111 South
Ganado, Texas 77962
Office: (361)771-4400

Office Hours:
Monday – Friday
8am – 5pm

Jackson Electric Cooperative, Inc.

Matagorda County District
100 Cooperative Way
Bay City, Texas 77414
Office: (979)245-3029

Office Hours:
Monday – Friday
8am – 5pm

MEMBERSHIP APPLICATION AND AGREEMENT

This represents a request for membership in **Jackson Electric Cooperative, Inc.** (hereinafter referred to as "Cooperative") by the undersigned (hereinafter referred to as "Applicant"). When approved by the Cooperative's Board of Directors, this shall represent the membership agreement with the Cooperative.

A.

Applicant's signature on this form shall constitute a written request for membership in the Cooperative. Any person, firm, association, corporation, body politic or subdivision thereof is eligible for membership in the Cooperative. However, no entity shall have more than one membership in the Cooperative.

B.

Applicant's request for membership shall be accompanied by a membership fee that is in effect at the time of membership request. Membership fee is subject to adjustment by the Cooperative's Board of Directors from time to time, but Applicant will only pay membership fee in effect at time of request. Membership fee is used to secure membership status in the Cooperative and purchases no stock nor accrues interest. Membership fee is refundable upon termination of membership and compliance with Section E of this agreement.

C.

Acceptance of Applicant's membership shall allow Member to purchase said service or services as shall be provided to Members of the Cooperative. The Applicant, by paying a membership fee and becoming a Member, assumes no personal responsibility or liability for any debts or liabilities of the Cooperative and it is expressly understood that under the law his private property is exempt from execution for any such liability. By executing an agreement for service, Applicant shall be bound by the Cooperative's bylaws, policies, rules and tariffs approved by the Cooperative's Board of Directors and/or the Public Utility Commission of Texas and any other governmental agency exercising jurisdiction over said service and as the above may be amended from time to time.

D.

Acceptance of Applicant's membership shall allow Member all rights and privileges within the Cooperative and the conduct of Cooperative business. The Cooperative shall use the address herein referenced or as may be updated by the Member for the purpose of providing legal notice from the Cooperative.

E.

Any Member may withdraw from membership upon payment in full of all debts and liability owed the Cooperative and upon compliance with such terms and conditions as the Board of Directors may prescribe. A Member of the Cooperative may be expelled by an affirmative two-thirds (2/3rds) vote of a quorum of the membership. Transfer of assignment of membership shall be by written request and approved by the Board of Directors of the Cooperative.

F.

Membership may be requested separately by husband or wife or can be maintained jointly by the couple. A joint membership shall entitle a couple only one vote in the Cooperative affairs.

It is the policy of this Cooperative that each Member connected to its system has a paid membership fee, connect fee and deposit, and established credit with an executed Membership Application and Agreement and executed Service Agreement for Residential/General Service. The membership fee and deposit are refundable upon discontinuing service and the payment of Member's final electric bill. The connect fee is not refundable.

Applicant Use

Date of Request:_____

Applicant Name:_____

Applicant Signature:_____

Mailing Address:_____

City, State, Zip:_____

Social Security #:_____

TX D/L or Employee I/D #:_____

Meter Number:_____

Cooperative Use

Approval Date:_____

By:_____

James E. Coleman, General Manager

PO Box 1189

Edna, TX 77957-1189

Member Account # Assigned:_____

APPLICATION FOR MEMBERSHIP AND ELECTRICAL SERVICE-RESIDENTIAL/GENERAL SERVICE

The undersigned (hereinafter called the "Applicant") hereby applies for membership in and agrees to purchase electric energy from JACKSON ELECTRIC COOPERATIVE, INC., (hereinafter called the "Cooperative") upon the following terms and conditions:

1. The Applicant will pay the Cooperative the sum of $20.00 which upon acceptance hereof by the Cooperative, shall constitute the membership fee. The Applicant, by paying a membership fee and becoming a member assumes no personal responsibility or liability for any debts, or liabilities of the Cooperative, and is expressly understood that under the law his private property is exempt from execution for any such liabilities. Such membership fee shall be refunded to the Applicant upon termination of service providing all amounts due the Cooperative have been paid in full by the Applicant.
2. For each new account, the applicant will pay a $15.00 connect fee.
3. Type of service (Please check one of the boxes)

   Physical address:_____

   ☐ House ☐ Mobile Home ☐ Building ☐ Barn ☐ Water Well ☐ Temp-Pole ☐ RV ☐ Other:
4. Rate Schedule: _____ attached here to. (General Service / Residential Primary / Residential Secondary)

   (Cooperative Use)
5. Bills for service shall be paid at any office of the Cooperative and credited on the Cooperative records at Edna, Texas. Billing shall be in accordance with above reference rate schedule as amended or adjusted by Cooperative Board of Directors and as approved by governing bodies. Member shall adhere to approved tariffs for electrical service.

EXTENSION of MEMBERSHIP SYSTEM: In accordance with the Cooperative Tariffs and Regulations, the extension of electrical service may involve lump sum contribution-in-aid of construction, or monthly contribution in aid of construction, and/or an increased monthly minimum.

In consideration of the enclosed requested extension the Cooperative proposes the following:

1. Non-refundable contribution-in-aid of construction in the sum of $_____, payable upon time of request for construction. This fee is not subject to refund should additional members connect.
2. In accordance with the extension involved, the account shall have a monthly minimum of _____ dollars and be in effect for a minimum of ___ months. The account shall always carry this minimum. The monthly minimum in excess of rate customer charge shall purchase KWH at the published rate.
3. The electric energy becomes the property of the Member after it passes the meter of point of delivery, and the Cooperative shall not be liable for damages resulting therefrom thereafter.
4. The acceptance of this application by the Cooperative shall constitute an agreement between the Member and the Cooperative and this contract for electric service shall continue in force for _____ from the date of service is made available by the Cooperative to the Member and thereafter until canceled by a least 30 days written notice given by either party to the other.
5. It is understood between both the Member and the Cooperative that this contract cannot be transferred or assigned without the consent of the Cooperative.

Cooperative Use	**Applicant Use**
Date:_____	Date:_____
Witness:_____	Applicant Name:_____
	Applicant Signature:_____
Service Order #:_____	Mailing Address:_____
Membership Paid/Amount:_____	City, State, Zip:_____
Member Account # Assigned:_____	Cell Phone:_____

It is the policy of this Cooperative that each consumer connected to its system have a paid membership fee, deposit, and connect fee and an executed membership application contract. The membership fee and deposit are refundable upon discontinuing our service and the payment of your final electric bill, the connect fee is not refundable.

On the reverse side is an application form for your signature to be signed and returned to this office with your check in the amount listed below within a ten (10) day period from the date of this letter or this account will be disconnected.

Membership Fee $____20____
(Cooperative Use)

Deposit Fee $_____ see below**
(Cooperative Use)

(The minimum deposit for residential service is $250, but is subject to change depending on credit history and location)

Connect Fee $____15____see below**
(Cooperative Use)

(Application processing fee)

Total Amount $_____
(Cooperative Use)

(If credit is satisfactory then only $35 in fees needed to connect service.)

BY Initials _____ I understand that I must prove satisfactory credit through the following method:
A satisfactory credit rating obtained through a consumer reporting agency, as defined by the Federal Trade Commission. By initialing above statement, you give Jackson Electric Cooperative, Inc. the authority to check your credit.

** Non-refundable

Applicant Use

Applicant Name:_____ Cell Phone:_____

Email Address:_____ Employer:_____

Social Security #:_____ Driver's License #:_____

*Please sign and attach **required photocopies** and fees. Please return within ten working days.*

- ☐ Copy of your Driver's License
- ☐ Proof of Ownership (Deed/Rental Agreement)
- ☐ Optional Forms (available on website for download):
  - Outdoor Light
  - Bank Draft
  - Credit Card Draft

Optional forms are available for download on our website.
After you have completed the checklist, please send the documents via email (newmember@myjec.coop), mail, or stop by one of our offices. Please allow 72 hours for processing.

DAMAGE WAIVER

In consideration of services performed by Jackson Electric Cooperative, Inc. ("Company") on behalf of customer ("Customer") the undersigned Customer hereby unconditionally waives any and all claims for damage that may occur as a result of driving vehicles on customer's property, setting poles and/or the trenching of the underground electrical line and/or propane line, delivery of propane or propane tanks and related equipment, including but not limited to the installation of a Generac generator by Jackson Electric Cooperative, Inc. ("Company") to the Customer's property.

This waiver of damage includes, but is not limited to, any claims with regard to underground facilities that are not marked either by the customer or as a part of the applicable State's "Call Before You Dig" service, cracked or otherwise damaged driveways, as well as all claims for damage to the Customer's lawn, yard, trees or shrubbery. In addition, the Customer explicitly acknowledges and understands that the Company's truck and delivery hose, as well as the service truck are heavy and that under certain circumstances this equipment may need to be driven or parked in places not designed to handle this weight. Notwithstanding this fact, the Customer hereby grants permission to the Company to drive or park its vehicle where necessary in order to complete the installation of the tank, delivery of propane and/or the setting of a Generac generator.

The customer hereby releases the Company from any and all liability for any damage that may occur as a result of the trenching, delivery of and set up of a Generac generator, delivery of propane or propane tanks or related equipment by the Company to Customer's business or personal residence. As used herein, Company shall include Jackson Electric Cooperative, Inc., its subsidiaries and affiliates and directors, insurers and employees.

Further, Customer agrees to indemnify Company from any and all liability, losses, claims, costs and judgements against Company out of the activities of Company outlined above.

Member Use

Printed Name: _____

Signed Name: _____

Date: _____

Cooperative Use

By: _____

Name: _____

Title: _____

NEW SERVICE CHECKLIST

1. **JEC APPLICATION FOR SERVICE:** Applicant must be a member of the cooperative. An Application for Electrical Service must be filled out for each specific location where service is being requested.

2. **MEMBERSHIP, DEPOSIT & MINIMUM CIA:** A membership fee of $20.00, deposit or a satisfactory credit check done by the cooperative, service charge of $15.00, and minimum CIA (construction in aid) $350.00. These fees **MUST** be paid before meeting with Line Design Coordinator.

3. **COUNTY PERMIT:** The main purpose of this permit is to set the height for your meter can and breaker box on the meter loop according to the property's elevation. Matagorda County (979-244-2717), Brazoria County (979-864-1295), Calhoun County (361-553-4455) or Jackson County (361-782-7552).

4. **STAKING PROPERTY REQUIREMENTS:** All four corners of your property must be clearly marked and lot mowed. The lot block and section must be provided to your Line Design Coordinator.

5. **MEET WITH LINE DESIGN COORDINATOR:** Depending on the service requirements the meeting may be face to face or via phone. Coordinator will access line design and determine if the extension will require additional CIA, easement or right of way cleared. If additional CIA is required fees must be paid to move forward.

6. **METER LOOP/METER POLE REQUIREMENTS:** JEC will set all meter poles. Members have a choice of installing their own meter loop or purchasing one from JEC. The meter loop must be installed according to JEC's specifications with permit in place (if required) prior to connection. If JEC is installing your meter loop/meter pole, please label stake with JEC Meter Loop/Pole, property address and Name. Member is required to set stake in the exact location meter loop is to be set.

7. **PHYSICAL 911 ADDRESS ASSIGNMENT:** To establish a 911 Address contact Matagorda County office at 979-244-6801, Jackson County contact Golden Crescent Regional Planning Commission 361-578-1587, Calhoun County 361-552-5455, Brazoria County 979-864-1265.

VISIT www.myjec.coop website for specifications and other useful information.
****IN SOME CIRCUMSTANCES****

1. **EASEMENT:** When a primary line is extended, a legal right of way easement must be:
    a. 30 feet wide for three phase
    b. 20 feet wide for single phase
    c. 20 feet wide by 5 feet deep for underground

The easement is drawn up by JEC and must be signed by all property owners of such affected property. The property owner must provide JEC a Warranty Deed to complete the easement document. An easement is not completed until it is signed and notarized. JEC will file the easement with the County.

2. **RIGHT-OF-WAY CLEARED:** the route for the new construction must be cleared with no trees or obstructions within:
    a. 30 feet for three phase primary
    b. 20 feet for single phase primary
    c. 10 feet for service wire

All clearing and disposal must be done by the applicant and must be cleared from the ground to the sky before lines are built.

3. **LINE EXTENSION FEES PAID**: after the route and type of service are agreed upon by the member and the Line Design Coordinator, the cost for construction will be determined and quoted to the member by the service coordinator. Construction in Aid (CIA) fee must be paid in full before a job is scheduled.

To be placed on the construction schedule ALL FEES MUST BE PAID. Fees include Membership, Deposit, Service Fee, Minimum CIA, Additional CIA if required and Meter Pole/Meter Loop if purchased from JEC.

Information subject to change please make sure with Coordinator before going forth with anything.