



# Service Upgrade/Relocation Request

Upon request, the Cooperative will upgrade/relocate its existing facilities on member's premises provided:

The Applicant does hereby grant to the Cooperative the right to enter the land of the Applicant at all reasonable times to relocate its facilities including the right to install the Cooperative's service lock as necessary. It is further agreed that the Cooperative is herein granted the right to clear the land within a right-of-way of ten (10) feet either side of all electric lines and guy wires on Applicant's property and to keep it clear of all brush, trees, structures, and other obstructions; including the right to cut and trim all dead, weak leaning or dangerous trees located outside of said right-of-way which may damage or interfere with the installation and maintenance of the electric system. It is further understood that the Cooperative shall not be liable for either direct or consequential damages to Applicant's property, real and/or personal, resulting or arising from any action taken by Cooperative employees in carrying out work or activities associated with the design and construction for herein, except when the negligence of Cooperative employees was the sole proximate cause of said damage.

Member Number: \_\_\_\_\_

Last 4 digits of SSN #: \_\_\_\_\_

Member Name: \_\_\_\_\_

Driver's Lic. # & State: \_\_\_\_\_

Location: \_\_\_\_\_

Email Address: \_\_\_\_\_

Service Address: \_\_\_\_\_

Phone # 1: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone # 2: \_\_\_\_\_

Meter #: \_\_\_\_\_ Transformer #: \_\_\_\_\_

Phone # 3: \_\_\_\_\_

Existing meter location: \_\_\_\_\_ Pole Tag #: \_\_\_\_\_

Gate Combo (if applicable) : \_\_\_\_\_

On meter pole  On structure  On meter rack

**FAILURE TO PROVIDE THE REQUIRED INFORMATION BELOW WILL DELAY THE PROCESS OF YOUR REQUEST.**

## Service Upgrade Request

Please provide the following:

- An engineering fee of \$200.
- Photocopy of driver's license or other photo ID for each applicant.
- A load analysis for service exceeding 200 amps.

## Relocation Request

Please provide the following:

- An engineering fee of \$200.
- The warranty deed.
- The survey plat.
- Photocopy of driver's license or other photo ID for each applicant.

Comments: \_\_\_\_\_

If you have any question please call us at 866-226-3372.

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

**FOR OFFICE USE ONLY:** Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

WO #: \_\_\_\_\_

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Revised 03/2021

# APPLICANT'S SERVICE DATA

Date \_\_\_\_\_ Name \_\_\_\_\_

Service request for:  New Line Extension  Relocation of existing facilities  Upgrade of service capacity

Phone No. 1 \_\_\_\_\_ Phone No. 2 \_\_\_\_\_

Do you wish to be present during the survey?  Yes  No If yes and not the original applicant, please complete the following:

Contact Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Do you currently or have you previously received service from BEC?  Yes  No If yes, current meter # \_\_\_\_\_

If yes, is your new service request on the same property?  Yes  No

Are you the owner of the property being served?  Yes  No If no, owners name \_\_\_\_\_

## INFORMATION ON PROPERTY TO BE SERVED: (All information below required)

Physical or 911 Address \_\_\_\_\_

Property Description \_\_\_\_\_ acres situated in \_\_\_\_\_ County Gate Code \_\_\_\_\_

Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Unit # \_\_\_\_\_ in Subdivision \_\_\_\_\_

### FOR LINE EXTENSIONS AND RELOCATIONS A WARRANTY DEED AND SURVEY PLAT MUST BE ATTACHED.

Do you prefer  Overhead  Underground Service

#### REQUESTED LOCATION FOR METER

- Permanently on meter pole set by the Cooperative
  - 200 amp Meter Loop installed by BEC (if applicable)
- Permanently on structure
- Permanently on meter rack

#### PROPOSED SIZE OF MAIN SERVICE ENTRANCE DISCONNECT

200 amp or less  Greater than 200 amp \*\*Size: \_\_\_\_\_

**\*\*If over 200 amps, a load breakdown is required; the request will be on hold until the breakdown is received.**

Phase Type:  Single Phase  
 Three Phase - Secondary Voltage Required: \_\_\_\_\_

#### TYPE OF WASTE WATER FACILITIES

Private/Septic  Subdivision \_\_\_\_\_

#### WATER SUPPLY

Drilled Well  Subdivision \_\_\_\_\_

Change Order Request: \_\_\_\_\_

**A request for change to a completed design may be subject to a \$250 resurvey fee.**

Date and Initial: \_\_\_\_\_

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#### FOR OFFICE USE ONLY:

District #: \_\_\_\_\_ Engineering Fee Paid \$: \_\_\_\_\_ Allowance: \_\_\_\_\_ Member #: \_\_\_\_\_

Notes: \_\_\_\_\_ WO#: \_\_\_\_\_

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

# IMMEDIATELY

## PLACE THIS TAG AT YOUR DESIRED METER LOCATION



**BANDERA ELECTRIC COOPERATIVE, INC.  
P.O. BOX 667 BANDERA, TEXAS 78003  
866-226-3372**

The exact location where you want the meter must be clearly marked with this tag. Failure to promptly mark desired meter location may delay service.

**Return all paperwork along with a copy of your state identification, or passport, by any of the following options:**

Email: [Engineering@BanderaElectric.com](mailto:Engineering@BanderaElectric.com)

Mail: **Bandera Electric Cooperative**  
**Attn: Engineering Department**  
**P.O. Box 667**  
**Bandera, Texas 78003**

Fax: **Bandera Office: 830.460.3030**

Phone: **866.226.3372**

BEC Office Locations:

**Bandera Headquarters:**  
3172 State Hwy 16 N.  
Bandera, TX 78003

**Boerne Office:**  
2 Spencer Road, Suite #103  
Boerne, TX 78006

**Comfort Office:**  
739 Front Street (Hwy 27)  
Comfort, TX 78013

**Leakey Office:**  
485 West Ranch Road 337  
Leakey, TX 78873