



## New Service Agreement

Prepare the following information prior to setting up your service.  
This form must be emailed to [customercarehelp@burlingtonelectric.com](mailto:customercarehelp@burlingtonelectric.com)

**MUST BE LEGIBLE AND COMPLETE**

---

### Customer Information

First Name

Middle Initial

Last Name

Name of previous  
tenant

Location ID #

Service Address

Apt #, Floor,  
N, E, S, W

*\*If you are unsure of the service address, contact the landlord before submitting request for service.*

Start Date for Service

Bill  
Method

**\*We turn on approx. 8am on date requested. No Weekends or Holidays\***

Mailing Address  
for Paper Bills  
*if different from physical*

Phone Number

Email Address

Social Security #

Date of Birth

**\*If Social Security # has not been issued, MUST provide license or passport info below\***

Driver's License  
or Passport Number

Country or  
State Issued

Would you like to be able to access your consumption/usage data online?	Yes No	Desired <b>Username</b> <i>*6-15 alphanumeric characters</i>
Would you like to authorize anyone else on your account?	Yes No	First & Last Name
Have you had Burlington Electric service in your name previously?	Yes No	If yes, <b>where?</b>
Does this service need to be disconnected? <b>*We disconnect approx. 8am on date requested.</b>	Yes No	If yes, what <b>date?</b>

Third Party Information

A friend or relative not living with you. Doesn't have to be local. Used in case of returned mail.

Name (First & Last)

Mailing Address  
*with zip code*

Phone Number  
*with area code*

Customer Signature

Today's  
Date

Prepared By:  
Organization &  
Phone Number

Note:  
Regular Customer Care hours are Monday-Friday 8am-4:30pm (drive-thru until 5pm).  
New Service or terminations cannot take place the same day your request is made. New service fees: \$30 charged on first bill. In case of emergencies, if a new service must be started after 8pm on weekdays, or anytime on weekends and holidays, a \$195 fee will be assessed on your first bill.