



Residential Service

Application for new occupants

Welcome to Xcel Energy. We look forward to serving your energy needs. Please fill out the application below and return it to us immediately for the processing of your information. If applicable, any service fees and/or deposits will invoice on your first statement.

In order to protect your identity and be compliant with Federal Trade Commission Rules, we will be asking you for your Social Security number, driver's license number or in state-issued ID. This information is used by Xcel Energy generally for identification purposes, such as to verify your identity when setting up an account or to verify your identity when later discussing information with you related to your account.

Date to start billing at your new address _____

Owner or property manager name _____ Phone _____

Customer information

Primary customer

First name _____ Middle initial _____ Last name _____

Social security number _____ - _____ - _____ or Driver's license or state ID number _____

Home phone _____ Cell phone _____

Email _____

Secondary customer

First name _____ Middle initial _____ Last name _____

Social security number _____ - _____ - _____ or Driver's license or state ID number _____

Home phone _____ Cell phone _____

Email _____

Service information

Previous address _____ City _____ State _____ ZIP _____

Do we need to end billing at previous address? Yes No If yes, what date is this effective? _____

New service address _____ Apartment or unit number _____

City _____ State _____ ZIP _____

Mailing address if different _____ City _____ State _____ ZIP _____

Regarding deposits

In Colorado, Texas and New Mexico our customers may be required to pay a deposit. We will hold the deposit until you have made twelve months consecutive on-time payments or if the account is closed. You have the option for us to run a credit check to see if the deposit can be waived. If you would like us to run a credit check you must initial here, sign below and provide your Social Security number in the space provided above. Initials _____

Signatures

Tenant signature _____ Date _____

Owner/property manager signature _____ Date _____

Please note: We will require the tenant's signature if they are requesting we run a credit check. We will process requests effective the date we are notified, or up to 45 days in the future. It is the responsibility of the customer to contact Xcel Energy in a timely manner, to begin or end service in their name. This policy helps us process your requests more accurately and efficiently.

Xcel Energy Residential Service: **800.895.4999** | Residential Service Fax: **800.895.2895**



Third-Party Notification

For property managers and owners

Please enroll the following customer for Xcel Energy's Third-Party Notification. Third-Party Notification provides notification to another party in the event an account receives a disconnection notice. The Third-Party will receive a copy of the disconnection notice that is sent to the customer of record. A disconnection notice is issued when electricity or natural gas services are in jeopardy of being disconnected.

Tenant information

Completing this form authorizes Xcel Energy to mail a copy of any Disconnection Notice to the Third-Party named below.

Name (Please print) _____ Phone _____

Service address _____ Apartment or unit number _____

City _____ State _____ ZIP _____

Email _____

Xcel Energy Account Number _____

I agree and authorize Xcel Energy to mail any disconnect notices to the party listed below.

This form will only be used for notification of pending disconnections and does not allow the third party any additional access or details of the account holder. This notification will be effective for one year after activation. This notice can be removed from the account by either party by contacting customer service at the phone number below.

Tenant signature _____ Date _____

Third-party information

Name _____ Phone _____

Address _____ City _____ State _____ ZIP _____

Third-party signature _____ Date _____

This request will not be accepted without the Third-Party's signature. We will make every effort to send a copy of the disconnection notice to the party specified. We are not responsible if the Third-Party fails to receive or act upon the notice.

*The Third-Party Notification service does not modify in any way Xcel Energy's liability, if any, for property damage that may result from disconnection of a tenant's utility services.

Xcel Energy Residential Service: **800.895.4999** | Residential Service Fax: **800.895.2895**