



CUSTOMER APPLICATION FOR SERVICE PROCEDURE

All customers of Fairport Electric **must** file a completed application for service with our office. Please review our guide '**Which Application Must I Complete**' to determine the appropriate form to file. Applications are essentially a contract where the customer agrees to pay, Fairport Electric, for their electricity consumption. In addition, the Application provides Fairport Electric with adequate contact information for the customer and their designated parties. If you are a property owner who rents property to tenants please also review our '**Rental Property Guidelines & Procedures**'

What is the purpose of an Application for Service?

- The Application for Service allows Fairport Electric to gather the necessary information about customers.
- The signed Application for Service acts as a contract between Fairport Electric and Customers assuring that used power is subsequently paid for.

Who can apply over the phone?

- Residential customers, who own the serviced property, may apply over the phone. We essentially obtain information from you, we complete the form, and we sign you up for service.

Who must complete the short form (AFS-S)?

- Generally, all residential renters and all small commercial customers must complete the short form (AFS-S).
- Failure to complete all necessary information fields could delay the application process.

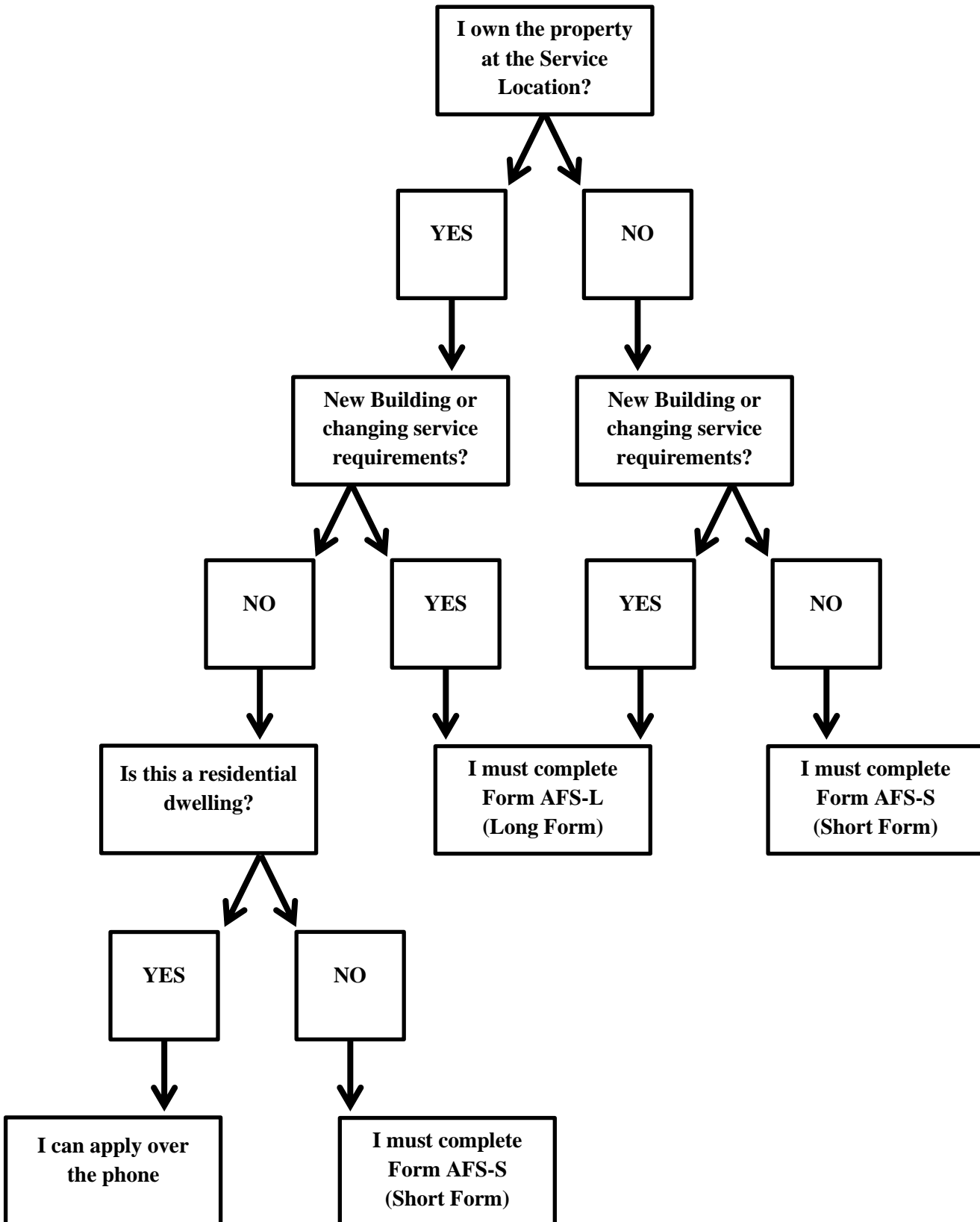
Who must complete the long form (AFS-L)?

- Generally, all large commercial customers, industrial customers, newly built properties and substantial service changes are required to complete the long form (AFS-L).
- Failure to complete all necessary information fields could delay the application process.

What happens if I do not submit an Application for Service?

- We will not connect your electric service until we have received your completed application for service.

WHAT APPLICATION FOR SERVICE MUST I COMPLETE?



FAIRPORT MUNICIPAL COMMISSION
31 South Main Street
Fairport, New York 14450



Billing Office: (585) 223-0440
Service Center (585) 223-9500

APPLICATION FOR SERVICE

The undersigned hereby applies to the Fairport Municipal Commission to supply electric service and agrees to abide by the rates, rules, and regulations adopted by the Municipal Commission.

Requested Service Date _____ 20_____

Service Located at _____

Dwelling Unit Type Single House Apartment Condo Townhouse Duplex

Ownership Own Rent, Property Owner's Name _____

Heat Source Gas Heat Electric Heat Other, Indicate Type _____

Billing Name _____

Mailing Address (if different) _____

Date of Birth _____

Social Security # (residential application only) _____

Tax ID # (business application only) _____

Sales Tax Exempt Organization No Yes, must attach completed NYS Form ST-121

Phone # _____ Cell # _____

Email Address _____

Check to Receive E-Bill Only

Additional Contact (Phone # and Name) _____

Signature _____

Please return to:
Fairport Municipal Commission
31 S. Main St.
Fairport, NY 14450
FMCIInfo@FairportNY.com
Fax: (585) 421-3249

Accepted: OFFICE USE ONLY Fairport Municipal Commission 31 S. Main Street Fairport, NY 14450 By _____ Deposit _____ Member _____
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APPLICATION FOR SERVICE

The undersigned hereby applies to the Fairport Municipal Commission to supply electric service and agrees to abide by the rates, rules, and regulations adopted by the Municipal Commission.

Requested Service Date _____ 20_____

Service Located at _____

Service Type

- Residential Unit(s): In addition, you must complete Form A attached
- Commercial Unit(s): In addition, you must complete Form B and C attached
- Industrial Unit(s): In addition, you must complete Form B and C attached

Billing Name _____

Mailing Address (if different) _____

Social Security # (residential service only) _____

Tax ID # (business service only) _____

Phone # _____ Cell # _____

Email Address _____

Sales Tax Exempt Organization No Yes, must attach completed NYS Form ST-121

Name of Applicant _____

Signature of Applicant _____

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FAIRPORT MUNICIPAL COMMISSION
31 South Main Street
Fairport, New York 14450



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RESIDENTIAL UNIT(S)

Service Change Type New Build Service Requirement Change

COMPLETE IF NEW BUILD

Number of Residential Meters _____

Main Switch Information: Amps _____ Voltage _____ Phase _____

Service Type Overhead Underground

Heat Source Gas Heat Electric Heat Other, Indicate Type _____

Building Permit Number (if applicable) _____

Builder's Contact Info _____

COMPLETE IF SERVICE REQUIREMENT CHANGE

Existing Service Description _____

New Service Description _____

OTHER IMPORTANT CONTACT INFORMATION

Electrical Contractor/Engineer Contact Info (name, address, phone number, and e-mail address) _____

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FORM B – COMMERCIAL AND INDUSTRIAL UNIT(S)

FAIRPORT MUNICIPAL COMMISSION
31 South Main Street
Fairport, New York 14450



Billing Office: (585) 223-0440
Service Center (585) 223-9500

COMMERCIAL AND INDUSTRIAL UNIT(S): Service Information

Main Switch Information: Amps _____ Voltage _____ Phase _____

Service Type: Overhead Underground Type of Building: New Existing

Type of Service New Temporary Upgrade to Existing

Rate Class Small Commercial Large Commercial Industrial

Existing Meter(s) Number(s) _____ Square Footage _____

Scheduled Start Date _____ Scheduled Completion Date _____

Jobs Created _____

Building Permit Number (if applicable) _____

Builder's Contact Info _____

Electrical Contractor/Engineer Contact Info _____

Please describe the project _____

FOR LARGE COMMERCIAL OR INDUSTRIAL SERVICE APPLCIATIONS, PELASE ATTACH A ONE-LINE DIAGRAM AND A SITE PLAN OF THE REQUESTED SERVICE LOCATION

Total Connected Load _____ Estimated Peak Load* _____

*Estimated annual consumption (IF annual load is over 4,000MWhr please provide monthly usage and peak estimate) _____

Is this Load Curtailable? _____

Note:

- 1 – Deposit is based upon two times the estimated monthly charge as determined by the utility
- 2 – Any additional load over 500kw may require a System impact study, funded by the applicant, at the sole discretion of the Utility

FORM C – LOAD INFORMATION

FAIRPORT MUNICIPAL COMMISSION
 31 South Main Street
 Fairport, New York 14450



Billing Office: (585) 223-0440
 Service Center (585) 223-9500

LOAD INFORMATION

TYPE	QTY	AMPS	VOLTAGE	KW'S	HP	POWER FACTOR	ANNUAL HOURS
Inside Lighting							
Outside Lighting							
Heating							
Air Conditioner							
Unitary HVAC Chillers							
Water Heating							
Refrigeration							
Motor, Single > 15 HP							
Air Compressors							
Electro Plating							
Injection Mold <5 HP							
Injection Mold >5 HP							
Motor, Combo <15 HP							
Drill							
Saw							
Drive Motor							
Welder							
Computers/Servers							
Computer Devices							
X-Ray Machine							
Other							

Please direct all questions regarding this form to our meter department which you can reach by calling (585) 421-3131 or by e-mailing rjt@fairportny.com