



REQUEST FOR REMOVAL OF ELECTRIC AND/OR FIBER UTILITIES FOR DEMOLITION

Where there is to be demolition and electric and/or fiber utility facilities are removed from the premises and billing is terminated at your service location, please submit the documents outlined below and complete the following steps:

1. Complete and return the attached Request for Removal of Electric and/or Fiber Utilities Form, to Traverse City Light & Power's (TCLP) Utility Billing Specialist. Please be sure to complete all fields of the form. We cannot issue a verification letter stating the electric and/or fiber facilities are removed from your service location until this is confirmed by our field personnel. This letter will confirm the electric and/or fiber facilities have been removed from your service location. Your location must be vacant prior to TCLP's work being completed.
2. Submit proof of ownership to the Utility Billing Specialist, in the form of a lease, deed or title, **if the name on the account does not match the name of the requestor.**

Please submit all paperwork to:

Traverse City Light & Power
Attn: Utility Billing Specialist
1131 Hastings Street
Traverse City, MI 49686
Fax: 231.922.4940 ext. 223
Email: lbarrett@tclp.org

From the time all paperwork is received, demolition requests typically have a 2-3 week timeframe for completion, weather permitting. If you are doing a meter removal only, this form is not necessary, and you should contract Utility Billing at 231.922.4940.



REQUEST FOR REMOVAL OF ELECTRIC AND/OR FIBER UTILITIES FORM

❖ **Property Information**

Service Address: _____

Electric Meter Number(s): _____

TCLP Fiber Service: Yes No

❖ **Owner/Agent Information**

Owner Name: _____ Phone Number: _____

Mailing Address: _____

❖ **Demolition Information**

Contractor Responsible: _____ Phone Number: _____

Mailing Address: _____

Date (on or after) Services Can be Disconnected: _____

❖ **Verification Letter**

Please forward a verification letter to: Owner/Agent Contractor

❖ **Signature**

Owner/Agent requests that TCLP’s electric and/or fiber utilities servicing the above listed property be disconnected prior to proposed demolition. The undersigned hereby warrants that he/she is the **Owner** or **Duly Authorized Agent of the Owner** (either is referred to herein as “Owner/Agent”) of the above listed property and hereby authorizes TCLP to remove all requested electric and/or fiber service to the above listed property and to execute such work as may be necessary to ensure the integrity of TCLP’s systems and the safety of all concerned.

If for any reason it should become necessary to reinstall or reconnect any of the utility services that have been disconnected pursuant to this Request to Removal or if such service later appears to have been wrongfully removed or discontinued at the Owner/Agent’s request, the Owner/Agent agrees to indemnify and hold harmless TCLP from any and all claims arising from the removal or discontinuance of said service and to promptly reimburse TCLP for any and all costs or expenses incurred to reinstall or reconnect such services and any other applicable fees.

Owner/Agent Signature

Date

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