



**District Office:**  
**Chapel Hill**  
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 11022 Hwy 64 East  
 Tyler, TX 75707

**Rusk Office**  
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 P.O. Box 257  
 29880 Hwy 69 North  
 Rusk, TX 75785

## NEW SERVICE CHECK LIST

SERVICE AT EXISTING LOCATION	
<input type="checkbox"/>	Complete and signed Application for Membership and Agreement or Load Sheet
<input type="checkbox"/>	Copy of valid Driver's License/State issued ID and Social Security Card
<input type="checkbox"/>	Pay \$25 Connect Fee and Member Deposit if applicable and \$75 Trip Fee may be required.
<input type="checkbox"/>	Copy of Deed of Trust/Warranty Deed or Rental/Lease Agreement, which ever one is applicable
Cherokee County Electric Cooperative will attempt to make service available within seven (7) working days if no line extensions or new facilities are required.	
ADDITIONAL STEPS IF INSTALLMENT OF NEW SERVICE	
<input type="checkbox"/>	Obtain 911 address from county, if needed
<input type="checkbox"/>	All underground utilities must be marked prior to the Construction phase (water lines, septic system, etc.)
<input type="checkbox"/>	Appointment with CCECA Staking Technician to lay out the distribution line route. Before appointment, mark all four corners of structure and put a stake where meter pole will be located.
<input type="checkbox"/>	Signed and notarized Easement(s) from all property owners and neighbor(s) as needed. Easements must be signed and notarized by all parties that are listed on the recorded Warranty Deed. If married, both parties must sign easement. If deceased, easement must be signed by the Executor of the Estate or all heirs will be required to sign. Copies of legal documents will be required.
<input type="checkbox"/>	Right-of-Way must be cleared: 30' wide cleared path from ground to sky is the responsibility of new member.
<input type="checkbox"/>	Contribution in Aide to Construction Invoice is paid. For all underground electricity jobs, additional wait time may be experienced when going from Temporary to Permanent Service.
<input type="checkbox"/>	Temporary or permanent meter pole must be set (see Meter Loop Specifications regarding what is required for your location)
<input type="checkbox"/>	Notify CCECA when all steps have been complete.
Cherokee County Electric Cooperative will attempt to make service available within ninety (90) days for permanent residential service requiring a line extension or other facilities unless unavailability of material causes unavoidable delay. Extensions to other customer classes requiring line extensions may take longer than ninety (90) days.	