



## Service Application Checklist

Applicant is:

Property Owner

Renter

**Application for New Service/Basic Application Packet** (for service at a location where Zia Natural Gas has a meter installed):

Property owner will need:

- 1 Page Application, completed and SIGNED
- Proof of Ownership:
- Warranty Deed OR;
  - 1<sup>st</sup> and last page of purchase contract OR;
  - Copy of property taxes
- Copy of Driver's License

Renter will need:

- 1 Page Application, completed and SIGNED
- Lease Agreement OR;
  - Letter of Occupancy from landlord
- Copy of Driver's License
- Deposit (\$\_\_\_\_\_)

*Deposit is based on historical usage at residence. In lieu of a deposit, Zia Natural Gas will accept a Credit Reference Letter from another utility indicating no late payments in the previous year.*

**Application for New Construction or Conversion/Four-Page Applications** (for new service at a location where Zia Natural Gas DOES NOT currently have a meter installed) (Please note, only the Property Owner may submit this application/request)

Property Owner will need:

- 4 Page Application, completed and SIGNED
- Proof of Ownership:
  - Warranty Deed OR;
  - 1<sup>st</sup> and last page of purchase contract OR;
  - Copy of Property Taxes
- Copy of Driver's License



# ZIA NATURAL GAS COMPANY APPLICATION FOR GAS SERVICE

## Terms and Conditions

Zia Natural Gas Company, ("the Company") is hereby requested to provide gas service at the location herein described (the "premises"), and to furnish, own and maintain metering and regulating equipment located on the premises, and the Customer agrees to take and pay for such service. As a condition to such service, it is understood and agreed as follows:

1. All private service lines, piping, appurtenant facilities, and gas-burning appliances or equipment (excluding metering and regulating equipment), located on or within the premises, shall be owned, maintained and controlled by the Customer and/or premises' owner in accordance with the Company's rules, tariffs, and other applicable laws and regulations as amended from time to time. Except as otherwise required by law, the Company is in no way responsible for the inspection, testing, maintenance, or repair of equipment or facilities not owned by the Company.
2. The Customer agrees to pay for gas service at the Company's established rates as amended and changed from time to time, plus all sales, use, excise and other taxes and fees. The Customer further agrees to abide by the Company's present and future rules, tariffs and other applicable laws and regulations as a condition of gas service.
3. The Customer agrees that the Company will have the right of access to the Customer's premises at reasonable times for the purpose of installing, reading, inspecting, testing, maintaining, or repairing metering and regulating equipment, or for the purpose of removing its property, and for all other proper and lawful purposes. The Customer shall properly protect the Company's property located on the premises.
4. The Company shall not be liable for damages due to interruptions in service and the Customer shall hold the Company harmless from any and all claims or liability for damage or injury to persons or property which may arise out of or be caused by the construction, maintenance, use, or operation of service lines, piping, facilities, equipment, or appliances which are located on the premises.
5. For gas service requiring conversion to natural gas from an alternative fuel source: Customer understands that in some cases the conversion to natural gas of a Customer-owned appliance may result in the nullification of the manufacturer's warranty for the Customer-owned appliance.
6. Customer agrees that in the event the manufacturer's warranty is nullified by the conversion to natural gas by a Company representative, that Customer shall be fully responsible and shall hold the Company harmless for any and all claims which may have been covered by the manufacturer's warranty.
7. This application pertains solely to one meter to be installed at the premises. Separate applications will be required for other meters or locations.
8. It is further understood and agreed that I will be billed a minimum base charge \$ \_\_\_\_\_ plus gas consumption upon installation of service line and meter commencing with the Company's next applicable billing cycle.

Date of Application \_\_\_\_\_ Date Gas Service Desired \_\_\_\_\_

Own \_\_\_ Rent \_\_\_ Type of Gas Service (circle one): Residential Commercial Irrigation Other \_\_\_\_\_

Customer's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Tax-exempt? Yes \_\_\_ (Provide copy of tax certificate) No \_\_\_

Driver's License # \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_

Spouse Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_

Service Address \_\_\_\_\_  
(Physical Address/City/State/Zip)

Mailing Address \_\_\_\_\_

Telephone No. Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Business: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_ Address \_\_\_\_\_

Previous Owner/Tenant: \_\_\_\_\_ Telephone No. \_\_\_\_\_

After Hours Emergency Contact: Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Have you previously had an account with Zia? Yes \_\_\_ No \_\_\_

If Yes, at what location? \_\_\_\_\_ Number of Years \_\_\_\_\_

Do you presently have gas service with Zia in your name? Yes \_\_\_ No \_\_\_

If yes, what address (physical address, city)? \_\_\_\_\_

Do you want to discontinue your present gas service? Yes  No  If yes, what date? \_\_\_\_\_

The Customer attests that by signing this application, he/she has received and read a copy of the Company's Customer Service Guide.

Customer's Signature: \_\_\_\_\_ Application Taken By: \_\_\_\_\_



**ZIA NATURAL GAS COMPANY  
LINE EXTENSION AND CONVERSION**

In accordance with Customer's Application for Service, signed on \_\_\_\_\_, and Zia's Rule No. 29, Line Extension Policy, Zia has agreed to extend a service line to Customer's premises. Customer must convert its appliances including the main heat source in order to receive such service. If the conversion is not completed within 30 days of the service line installation, Customer agrees to pay Zia the actual cost of the service line extension. This sum will be refunded to the Customer upon completion of the conversion and commencement of gas service.

Service Address: \_\_\_\_\_ Date : \_\_\_\_\_

911 Address/Legal

Description/Subdivision: \_\_\_\_\_

**APPLICATION REQUEST MUST INCLUDE LOT, BLOCK AND SUBDIVION TO PROCESS REQUEST**

Customer Signature: \_\_\_\_\_

**IF THE RESIDENCE IS ALL-ELECTRIC OR YOU ARE CONVERTING YOUR ENERGY SOURCE,  
YOU ARE RESPONSIBLE FOR HIRING  
A PLUMBER TO PERFORM THE CONVERSION TO NATURAL GAS.**

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**CUSTOMER CONVERSION CHECKLIST**

Full time Resident \_\_\_\_\_ Part time Resident \_\_\_\_\_ Rental Property \_\_\_\_\_

New Construction \_\_\_\_\_ Estimated Construction Completion Date \_\_\_\_\_

New/Used Mobile Home Set \_\_\_\_\_ Estimated Blocking Date of Mobile \_\_\_\_\_

Propane Conversion \_\_\_\_\_ Average Use Per Year \_\_\_\_\_

Conversion to be done by private plumber \_\_\_\_\_ Name: \_\_\_\_\_

Total Electric Conversion \_\_\_\_\_ Plumber Name: \_\_\_\_\_

*Appliances to be converted or added:*

Main Heat Source (required for free service line and meter) \_\_\_\_\_ A/C \_\_\_\_\_ Water Heater \_\_\_\_\_

Range \_\_\_\_\_ BBQ Grill \_\_\_\_\_ Gas Light \_\_\_\_\_ Clothes Dryer \_\_\_\_\_ Gas Logs \_\_\_\_\_

Fire Place or Insert \_\_\_\_\_ Other \_\_\_\_\_

House access information if owner will not be present for inspection and/or conversion

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Call Customer before running service line? \_\_\_\_\_ Phone No. \_\_\_\_\_

Special Meter and Line Location Request? \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\* Illustration\*\*\*\*  
Service line and meter location



## ZIA NATURAL GAS COMPANY

### Excess Flow Valve Notification for Residential Customers

As required by the U.S. Department of Transportation (DOT) pipeline safety regulation, 49 CFR 192.383, you are hereby notified that an excess flow valve ("EFV") which meets the minimum DOT performance standards is available for installation on your natural gas service line that operates continuously throughout the year at a pressure not less than 10 psig and does not meet the conditions of 49 CFR-PART 192.383 paragraph (c). Please note that an EFV is not required for the normal, safe operation of your service line, but could help mitigate the consequences of a service line break or rupture.

An EFV is designed to shut off and/or significantly restrict the flow of natural gas automatically if the service line to the customer breaks due to excavation, earthquakes, fire, run over meter sets, augers or other causes. A service line is the piping from the gas distribution main to the customer meter set and may run underground through the customer's yard. EFVs generally do not protect against slow leaks like those caused by loose fittings or leaks beyond the gas meter such as house piping and customer appliances. While the use of an EFV may help to limit the effects of such an incident, the best way to avoid excavation damages is to ensure that those who may have reason to be excavating on your property call 811 prior to digging.

Installation of an EFV is not mandatory. However, if you would like to have an EFV installed in an existing natural gas service line, Zia Natural Gas Company will complete such an installation at a mutually agreeable date for a base cost of \$600 when installed in a plastic service line or a base cost of \$950 when installed in a steel service line. These costs are for labor and material only, and do not include cost(s) associated with local excavation permits, paving, or landscaping work that may be required following the installation. Such costs, if any, will be the responsibility of the property owner. A cost estimate will be provided by Zia Natural Gas Company upon request.

Zia Natural Gas Company makes no warranties, expressed, implied or otherwise, for continued proper excess flow valve operation under any use conditions and/or for inadvertent valve closure under varying gas system operating conditions.

Questions may be addressed to your local Zia Natural Gas Company Office.

**CUSTOMER INQUIRIES CONTACT YOUR LOCAL OFFICE:**

510 E. BENDER  
P.O. BOX 2220  
HOBBS, NEW MEXICO 88241  
(575) 392-4277

100 SHORT DRIVE  
P.O. DRAWER 888  
RUIDOSO DOWNS, NEW MEXICO 88340  
(575) 378-4277

101 SOUTH 4TH STREET  
P.O. BOX 1303  
JAL, NEW MEXICO 88252  
(575) 395-2141

3700 W. PICACHO AVE.  
LAS CRUCES, NEW MEXICO 88004  
(575) 526-4427