

**PROPERTY OWNER/CONTRACTOR
GUIDELINES FOR
NEW SERVICE INSTALLATION**

1. Main extension charges are to be paid prior to installation. Service line excess footage charges will be billed after installation.
2. The site must be at a finished grade in order for our crews to install the service line. We would like to have at least a couple of weeks after the site is backfilled to allow for settling around the foundation.
3. **You or your agent must have all private underground facilities marked prior to our arrival. A few examples of these are: lighting, sewer line, well, sprinkler system, water lines, underground tanks, and dog fences. Midwest Natural Gas will not be responsible for damages to any private underground facilities, if not marked.**
4. Please make us aware of any future construction plans such as retaining walls, underground pools, detached outbuildings, etc. This may affect the placement of your service line.
5. After utility locators have arrived at your property to mark their underground utilities, please try to protect those markings and flags prior to our installation crew arrival.
6. Please remember this is an underground installation. Our crews will clean up as best as possible. There may be additional clean up required by the property owner. We will not be responsible for newly laid sod.
7. The service connection fee is \$35.00. This is a one time fee to cover the cost of setting the meter at the premises and establishing your account with us. You will see this charge on your first billing after your gas service is activated.
8. **INACTIVE SERVICES** – If you have not activated your natural gas service within six months from the installation date, we will begin billing your account the applicable monthly charge.

Thank you,
MIDWEST NATURAL GAS, INC.

Property Owner/Contractor

Date