

Required Documentation Checklist

Date: _____

The items specified below must be submitted to DTE within 15 business days; please return this form to us as well.
Return this form with the documents.

- ☐ Site plan with water, sewer and legal description (contact your city or township for details)
- ☐ Electric loads (complete DTE Energy load sheet) and riser diagram (contact your electrical contractor for details)
- ☐ Address for each building/unit (contact your city or township for details)
- ☐ Date permanent service is required (contact your builder for details)
- ☐ Proof of ownership – provide one of the following acceptable forms of ownership:
 - ~ Recorded warranty deed, recorded quit claim deed and recorded warranty deed of grantor of quit claim deed
 - ~ Land contract and recorded warranty deed of seller of land contract
 - ~ Title insurance policy; master deed for condominium projects
 - ~ Proprietor certificate of final proposed subdivision plat
- ☐ Name, address and phone number of person who is responsible for any construction-related charges and agreements
- ☐ Name, address and phone number of responsible party for billing purposes
- ☐ Tax ID for new commercial accounts (contact your state or the Internal Revenue Service for details)

Once the items specified above have been collected, please fax, mail or deliver the required information to us.

Lapeer Service Center:
DTE Energy
1100 Clark Rd.
Lapeer, MI 48446
Ph: 810.667.7900
Fax: 810.667.7901

Mt. Clemens Service Center:
DTE Energy
43230 Elizabeth Road
Mt. Clemens, MI 48036
Ph: 586.783.2026
Fax: 586.783.1981

Waterford Service Center:
DTE Energy
435 N. Telegraph Rd
Waterford, MI 48328
Ph: 248.427.2200
Fax: 248.427.2206

Marysville Service Center:
DTE Energy
3223 Ravenswood Rd
Marysville, MI 48040
Ph: 810.364.0400
Fax: 810.364.0455

North Area Energy Service Center:
DTE Energy
4100 Doerr Rd.
Cass City, MI 48726
Ph: 989.872.6107
Fax: 989.872.6108

Redford Service Center:
DTE Energy
12080 Dixie
Redford, MI 48239
Ph: 313.235.4000
Fax: 313.235.4444

Western Wayne Service Center:
DTE Energy
8001 Haggerty Rd.
Belleville, MI 48111
Ph: 734.397.4321
Fax: 734.397.4284