



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.

Farmington Center:

DTE Energy
37849 Interchange Dr.
Farmington Hills, MI 48335
Ph: 248.427.2200
Fax: 248.427.2929

Lapeer Center:

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

Mt. Clemens Center:

DTE Energy
43230 Elizabeth Road
Clinton Township, MI 48036
Ph: 586.783.2026
Fax: 586.783.1981

Downtown (Southeast Region):

DTE Energy
One Energy Plaza, Rm 2020
Detroit, MI 48226
Ph: 313.235.4400
Fax: 313.235.4444

North Area Center:

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

Western Wayne Center:

DTE Energy
8001 Haggerty Rd.
Belleville, MI 48111
Ph: 734.397.4321
Fax: 734.397.4143