



# 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  
Clinton Township, MI 48036  
Ph: 586.783.2026  
Fax: 586.783.1981

**Pontiac Service Center:**  
DTE Energy  
1970 Orchard Lake  
Sylvan Lake, MI 48320  
Ph: 248.427.2200  
Fax: 248.745.5076

**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  
12000 Dixie  
Redford, MI 48239  
Ph: 313.235.4000

**Western Wayne Service Center:**  
DTE Energy  
8001 Haggerty Rd.  
Belleville, MI 48111  
Ph: 734.397.4321  
Fax: 734.397.4143