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