



To be completed by KEYS	
Date Received:	_____
Drawings Submitted:	YES _____ NO _____
Accepted By:	_____

**METER LOCATION FORM**  
**UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA**  
 Main Phone (305)295-1000 Customer Programs Phone (305) 295-1080 Customer Service Fax (305) 295-1085  
 Customer Service Email: web.accounts@keysenergy.com

**CUSTOMER INFORMATION**

Account # \_\_\_\_\_ New Service or Upgrade \_\_\_\_\_

Customer Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Street Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Key \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Electrical Contractor \_\_\_\_\_ Phone No. \_\_\_\_\_

Service Type \_\_\_\_\_ Panel Size \_\_\_\_\_ Voltage \_\_\_\_\_

Single Phase \_\_\_\_\_ Three Phase \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_

**KEYS' CUSTOMER SERVICE**

Pole No. \_\_\_\_\_ Meter No. \_\_\_\_\_ Cycle & Route \_\_\_\_\_

Deposit \_\_\_\_\_ Service Charge \_\_\_\_\_

Line Extension Charge \_\_\_\_\_ Contract No. \_\_\_\_\_

Notes \_\_\_\_\_

Existing Line Extension In Place: Yes  No  If yes, Customer Service to contact customer and process reimbursement \$ \_\_\_\_\_.

***Keys Energy Services will not cross private property to connect a service drop. It is the customer's responsibility to locate the weather head accordingly. All work must conform to NEC & NESC.***

Below to be completed in the field by KEYS

**KEYS' ENGINEERING DEPARTMENT**

New Line Extension Needed: Yes  No  Number of Poles: \_\_\_\_\_ Approximate Cost \$ \_\_\_\_\_  
 Is project part of a CBRA area requiring special contract/payment: Yes  No  Dollars for escrow \$ \_\_\_\_\_

Plain View (Top)

Profile View (Side)

Contractor Requirements:

1. \_\_\_\_\_

2. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Approximate Service Date: \_\_\_\_\_

KEYS Field Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Field Contact Signature: \_\_\_\_\_