

# Residential Electrical Service Request

**Three easy steps in becoming a customer...**

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## **STEP 1: READ THE DETAILS**

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To get started, download and read the *Application Instruction* document (pdf). This document contains detailed information to help guide you through the process for installing new, upgrading, relocating or splitting a residential electric service in Central Hudson's service territory. To help assure your safety, we are identifying the procedures you must follow. Following these procedures step by step will eliminate any unnecessary delays in processing your request.

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## **STEP 2: DOWNLOAD THE RESIDENTIAL ELECTRIC DATA FORM**

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Please download the *Residential Electric Data Form (311)* document (pdf). This form should be filled out using the steps provided in the Application Instructions document described above. The form must be completed in its entirety. If not fully complete, the Residential Electric Data Form will be rejected and a job number **will not be issued until the form is re-submitted completely**. Once complete, you can fax your form to FAX # (845) 486-5657 or call our Call Center to speak with one of our Customer Service Representative at (845) 452-2700 or 1-800-527-2714 from 8AM – 6PM Monday thru Friday and 9AM – 1PM Saturday.

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### **STEP 3: SITE READY CHECKLIST**

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Provided all the information given meets the requirements of the documents in Steps 1 and 2 above, you (being the customer or electrician) will receive a “Job Number”. This is simply a unique identification number that Central Hudson uses for tracking residential projects. You may expect a site visit from Central Hudson within five business days of receiving a Job Number. Please download the *Site Ready Checklist Form* document (pdf). This checklist identifies the bare requirements a customer must meet in order for Central Hudson to release your electric request to our Construction Department.