

VIRGINIA PUBLIC UTILITIES

Steam Conversion to Electric

Customer Checklist

Electric

- Obtain contractor quote (two quotes required for Utility financing).
- Select the contractor.
- Have the contractor determine if you need an upgrade to your electric service. If so, complete the Application for Electric Service Work and submit to the Utility.
- Submit the completed Forced Steam Conversion Acknowledgement form to the Utility.
- Either: 1) Submit a completed Loan application (attach at least two quotes) to the Utility, obtain a loan package from the VPU office, and complete the Promissory Note.

OR:

- 2) Submit a rebate form (if not accessing VPU financing).
- When you and your contractor have determined an installation date, contact the Utility so that we may be prepared to do the electric service upgrade (if necessary).
- Submit a request for up to a 50% advance disbursement (if accessing VPU financing).
- Contact the Utility, upon completion of the conversion, to schedule a time when we can chain off the steam service valve and perform a final inspection. Monthly steam service fees will be discontinued upon completion of this final inspection.
- Submit a Certificate of Completion, the contractor's invoice, and the contractor's lien release form for final payment (if accessing VPU financing).

Application for Electric Service Work

Customer Name: _____
Service Address: _____
Person Requesting Change: _____ Contact Phone #: _____

- Forced Conversion – If this is a forced conversion from steam – there is NO CHARGE!
- Voluntary Conversion from Steam Heat (READ BOTTOM OF FORM FOR APPLICABLE CHARGES). A building permit from the City of Virginia is necessary before work commences if you are voluntarily disconnecting from steam (effective February 25, 2004.)
- Will Electric Heat become your main heat source?

New Service is defined as a new service connection where there hasn't been a service connection before. Adding an additional service connection is classified as a New Service. An Upgrade of Service is increasing the rating of an existing service on the same service connection.

New Service (Fee Payable at time of Application):

- New Service ≤100 Amps \$75.00 **OR** New Service >100 Amps \$150.00

Plus a \$200.00 Deposit with balance to be billed and payable upon receipt:

- Overhead Fee \$6.00 Foot/Connection Underground Fee \$14.50 Foot/Connection
(Underground routing determined by Virginia Department of Public Utilities. Any concrete or blacktop removal and restoration will be invoiced above the cost per foot.)

Total Amount due for New Service \$ _____

Upgrade of Service (Fee Payable at time of Application):

- Upgrade of Service \$40.00 Trip Charge: \$30.00 per trip _____ **Total Amount due for Upgrade \$ _____**
_____ Amp Service to _____ Amp Service

Per the Minnesota Board of Electricity- "This Certificate must be signed and filed with the Electric Utility before service can be connected."

Affidavit Attached: Yes No Affidavit #: _____

Requested Time and Date _____
This is not a guarantee that your service will be connected at this time. You will be contacted at the number listed above to set up an appointment.

NOTE: We request at least a 24 hour notice (during regular work week) prior to request. Requests for same day service may or may not be able to be accommodated based on the existing work load.

Other Services: The following service requires a \$200.00 Deposit with balance to be billed and payable upon receipt

- Relocation of Power Pole Actual cost of installation (estimate will be furnished)

NOTE: We request at least a two week notice (during regular work week) prior to requested date.

Requested Time and Date _____
This is not a guarantee that your service will be connected at this time. You will be contacted at the number listed above to set up an appointment.

Billing Information for additional costs:

- Bill Customer Bill Other
Name (please print) _____
Address _____
City/State/Zip _____

If you are converting from steam heat to electric heat **voluntarily** you are financially responsible for the costs associated with disconnection of steam service at the main (approx. \$2,000) as outlined in the Voluntary Steam Abandonment Policy adopted by the Commission.

Having read and being familiar with the afore-mentioned application for electric service, including applicable fees associated with voluntary steam conversion to electric heat, the costs associated with the disconnection of the steam service, I hereby agree to fully comply with these fees adopted by the Virginia Public Utilities Commission. By signing below, you accept all charges for services provided by the Virginia Department of Public Utilities.

Authorized by: _____ Date: _____

For department use only:

- Fee Received \$ _____ SWO # _____
 Forced Conversion (no charge for upgrade) Voluntary Conversion (charges for voluntary conversion-approx.\$2,000 applicable)

Virginia Department of Public Utilities

618 2nd St S

PO Box 1048

Virginia, MN 55792

Phone (218) 748-7540 • Fax (218) 748-7544

Forced Steam Conversion Acknowledgement

Customer Name _____ Account Number _____
Mailing Address _____
Service Address _____
Home Phone _____ Work Phone _____

By signing below I acknowledge the following:

- Steam heat will remain live to the property until the Utility is able to permanently abandon the main line.
- Once permanently abandoned, the steam service line will become the entire responsibility of the property owner.
- Upon completion of the involuntary conversion, the steam meter shall become the property of the Utility.

Signature

Date



Steam Conversion Loan Program

In an effort to assist property owners with converting heating systems from steam to another heat source, the Virginia Public Utilities has a loan program for funding conversions.

Terms:

Rate:	0%
Term:	Up to ten (10) years
Payments:	Monthly or Assessed (at owner's discretion)
Eligible Costs:	Any mechanical contractor costs associated with the steam and hot water heating conversion, including the cost of asbestos removal and electrical upgrades, if required as part of the conversion costs. Where an owner does their own improvements, only material costs will be eligible for reimbursement.
Funding Limits:	\$600,000
Advances:	Up to 50% up-front, remainder upon execution of Completion Certificate and Mechanics Lien Waiver; All advances will be directly to contractor.
Assumable:	Yes

Loan Requirements:

- Completed Loan Application
- Two quotes from licensed contractors
- Both parties to a Contract for Deed will be required to execute the Promissory Note

Default:

- A pending assessment will be placed on the property upon the initial disbursement of funds.
- Failure to make timely loan payments will trigger the remaining loan balance being assessed to the property over the remaining life of the loan.

Property owners can obtain a loan application from our website www.vpuc.com, at the Department of Public Utilities, 618 Second Street South, Virginia, MN, or call (218) 748-7540 and a packet will be mailed to you.

618 South 2nd Street
P.O. Box 1048
Virginia, Minnesota 55792



Virginia Public Utilities

Phone: 218-748-7540
Fax: 218-748-7544
www.vpuc.com

Conversion Loan Application

Applicant Name: _____
SS or Tax ID #: _____ Phone: _____

Second Applicant Name: _____
SS #: _____ Phone: _____

Property Address: _____
Parcel #: _____
Utility Account #: _____

Mailing Address: _____
City: _____ State: _____ ZIP: _____

I am a(n): Owner Renter Contract for Deed Holder

➤ **Contract for Deed Owners**

Owner of Record: _____
Address: _____
City: _____ State: _____ ZIP: _____

Type of Owner: Individual/Proprietorship Partnership Corporation

Conversion Estimates - Two Quotes Required (attach copies)

	<u>Contractor Name</u>	<u>Quote Amount</u>
Quote 1:	_____	\$ _____
Quote 2:	_____	\$ _____

Which quote are you accepting? Quote 1 Quote 2

Loan Preferences

Payments Billed Monthly Assessed on Property Taxes
Number of Years: _____ (10 or less)

I/We certify that the information contained in this application are true, accurate and complete to the best of my/our knowledge and belief. I/We agree to the conditions pertaining to completion of work.

Applicant Signature
Date: _____

Second Applicant Signature
Date: _____

**Virginia Public Utilities
Completed Steam Conversion
Rebate Authorization Form**

Property Owner Name _____
Service Address _____
Account # _____
Mailing Address _____
City, State, Zip _____

- Apply my rebate to the above account**
- Send a check to the above mailing address**

I certify the steam conversion at the above property is completed and I have chosen to forgo a steam conversion loan at the above property

Signature _____
Date _____

for office use only

2023 Steam Billing	Total Rebate
	\$ -

- Final Steam Conversion Inspection Complete**

Approved by: _____
Date: _____