



## Application For Propane Service

Today's Date: \_\_\_\_\_

Please check all that apply:

Customer First Name: \_\_\_\_\_

Own Tank (s)  Not sure  Leased tank

Customer Last Name: \_\_\_\_\_  
or \_\_\_\_\_

Tank size(s)  125 gal  250 gal  325 gal

Company Name: \_\_\_\_\_

500 gal  550 gal  700 gal  1000 gal

EIN: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ ST \_\_\_\_\_

Spouse or Co-Applicant full name \_\_\_\_\_

Spouse or Co-Applicant Social Security Number \_\_\_\_\_

Spouses or Co-Applicant Driver License No. \_\_\_\_\_

Billing Address:

Street Address/P.O. Box: \_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Physical Address where service is required  Check here if same as Mailing Address

Service Address: \_\_\_\_\_

(Please list all locations \_\_\_\_\_

Separately) \_\_\_\_\_

**\*\*\*\*If you have more service locations, please use separate sheet of paper to list** or

some service locations may not have a physical address so please provide GPS location

**Propane service will require a credit card on file or a \$150.00 Deposit or other options available.**

**(see back of application)**

Credit Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV# \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE READ AND FILL OUT BOTH SIDES – Thank you!**

**APPLICATION PROPANE SERVICE**

1. **Southwestern Propane LLC (SWP) will also be known as Southwestern Propane, PO Box 387, Clayton, NM 88415. 575-374-2455 or email to: SWPbilling@swec-coop.org**
2. New applications will be accepted on regular business days that application is made by applicant. Customers must provide us with either credit card information to keep on file or a \$150.00 deposit. Customers may also choose to prepay for propane as an option. Customers can also choose to have an ACH, Credit card or bank draft to pay for all purchases. For one year the \$150.00 deposit will remain on account and will be applied to the account after one year of good payment history or used against any outstanding payments at the end of the year period. Propane contracts may be offered in the future.
3. A Social Security Number (SSN) or Federal Identification Number (TIN) may be required to apply for propane service.
4. **All invoices are due within 15 days of delivery or service.**
5. Delinquent accounts could be referred to a collection agency. Delinquent account holders will be notified via phone or mail or email. Delinquents are subject to be placed on Cash on Delivery or prepay before deliveries.
6. All residential accounts not paid at time of delivery; an invoice will be mailed. Credit card on file may be used if payment is not received within 30 days from date of invoice. **Any accounts not paid within 30 days of date of invoice, may be placed on Cash on Delivery (COD).** All customers will be given a courtesy phone call(s) reminding them that their bill is past due after the initial 15 days.
7. **Normal business office hours will be Monday – Thursday 7 a.m. to 5:30 p.m.**
8. **All propane tanks must be owned by customers and not leased from another company before Southwestern Propane can deliver.**
9. ***Prior to first fill, a leak check must be performed at SWP expense.*** Additional fees to customer if system leak check fails will apply.
10. ***Prior to the first fill a complete inspection of system must be done. Any issues must be brought to current code at customer expense.***
11. **It is preferred that applicants be placed on a monthly route to be kept full.**
12. **Any customer that wants to be placed on a will-call will be handled on a case-to-case basis. It will be up to customers to monitor level of propane they have in tanks. Customer will understand that there may an additional fee to deliver if not near a regular scheduled route. Southwestern Propane, LLC will not be responsible for any frozen pipes or other issues related. Southwestern Propane will not be responsible any damage to any unmarked septic systems.**
13. **Any other times will be considered after hours are subject to afterhours fees and deliveries. Any request for propane delivered after hours will be a minimum delivery of 100 gallons plus a \$250 delivery fee.**
14. Applicant, or applicants if joint, may contact the Southwestern Propane by phone or in person to inquire about the account. To protect the applicant (s), no information will be disclosed until the applicant(s) can identify himself/ herself with the last four (4) digits of the social security numbers of applicant(s).
15. The undersigned hereby applies for customer service in the Southwestern Propane and for propane service at the location described.
16. Applicant agrees to comply with and be bound by the Articles of Incorporation of the Southwestern Propane and all rules, regulations and rates established by the Southwestern Propane and state regulations existing on the date of this Application and as they may thereafter be adopted and amended.
17. Regarding easements, Applicant agrees to and specifically to grant easements to the Southwestern Propane. Applicant agrees to grant easements and rights-of-way to Southwestern Propane, as determined by Southwestern Propane, to best service the customer needs for propane service, now or in the future, on and under lands owned by, leased by, or mortgaged to the Applicant. Applicant further acknowledges that the Southwestern Propane uses and possesses many existing easements as of this date that are prescriptive easements, validated by its Bylaws, and are not officially surveyed.
18. As courtesy customers are asked to let us know if they no longer want to stay customers of Southwestern Propane.
19. If Applicant is accepted as customer of the Southwestern Propane, Applicant hereby understands that at any delay of payment for services or propane may result in being placed as a cash on delivery (C.O.D.) only.
20. Applicant assumes no personal liability or responsibility for any debts or liabilities of Southwestern Propane, and it is expressly understood that under the law Applicant's private property cannot be attached for any debts or liabilities.
21. All new tank sets and amendments to any current system, the applicant understands that a Form 1 (will have a fee attached) must be filled with the state of New Mexico and approved by State LP Inspector.
22. This contract, including the applicable rate schedule, shall always be subject to change or modification as deemed necessary for, but not limited to, propane rack prices, services, and supply and demand changes.

Applicant Initials: \_\_\_\_\_ Co-Applicant Initials: \_\_\_\_\_

<b>FOR SOUTHWESTERN PROPANE USE ONLY:</b>		
CUSTOMER NO.	SERVICE LOCATION	<input type="checkbox"/> SSN <input type="checkbox"/> DL <input type="checkbox"/> CC <input checked="" type="checkbox"/> Received copies of SSN, DL & CC.
Application Taken by:		Date

**PLEASE READ AND FILL OUT BOTH SIDES – Thank you!**