



New Occupant Confirmation Form

This statement and supporting documentation is required so that the switch-hold on the service address may be removed and we may process your request to start electric service at your address. Please note that your request will remain on hold until we receive the required statement and documentation from you. To ensure a prompt response, we recommend submitting your information via email or fax. Mail deliveries will take longer to process.

Please complete and return this statement, along with a photocopy of one of the following documents:

- (1) Signed Lease
- (2) Affidavit of Landlord (notarized)
- (3) Closing Documents
- (4) Utility bill (gas, electric or water bill from a different residence, in your name, dated within last two months)
- (5) Other comparable document establishing residency, subject to approval by your Transmission and Distribution Service Provider (TDSP), for example, a certificate of occupancy

Please send this form along with a photocopy of one of the documents listed above to:

Email: Complete and scan this form and email it to:
SwitchHold@directenergy.com
(.pdf, .jpg or .doc formats only)

Mail:
Direct Energy
P.O. Box 3767
Houston, TX 77253-3767

Fax: 866-233-3429 or 832-584-2958

New Service Address _____

City, State, Zip Code _____

Occupancy Date _____

ESID (Electric Service Identifier) Number - required _____

Mailing Address _____

City, State, Zip Code _____

Contact Phone Number _____

(We may contact you if we have any questions about this form.)

AUTHORIZATION

Affirm that I am a new occupant to the above Service Address and I am not associated with the preceding occupant.

Signature

Date

Printed Name