

## CenterPoint Energy Contact Information

CenterPoint Energy plays an important role in establishing electric service (ESI-IDs), installing electric facilities, providing equipment relocation and repairs, and responding to electrical emergencies and outages. Use the helpful listing below to contact CenterPoint Energy or your local CenterPoint Energy Service Center.

Phone: 713-207-2222 Toll-free: 1-800-332-7143 Fax: 713-207-9756

### Eastern Region

#### Baytown/Channelview/Berry Service Area:

281-425-7352

333 Ward Road, Baytown, TX 77520

**Servicing:** Barrett, Baytown, Beach City, Cedar Bayou, Channelview, Cloverleaf, Cove, Crosby, El Lago, Galena Park, Highlands, Jacinto City, La Porte, McNair, Mont Belview, Morgans Point, Old River, Seabrook, Sheldon, Shoreacres, Strang, Taylor Lake Village, Winfree

#### Brazosport/Rosharon Service Area:

979-266-2200

202 Highway 332 West, Lake Jackson, TX 77566

**Servicing:** Bonney, Clute, Danbury, Freeport, Hillcrest Village, Jones Creek, Lake Jackson, Liverpool Oyster Creek, Quintana, Retrieve, Rosharon, Sandy Point, Surfside Beach

#### Galveston Service Area:

409-765-4165

502 27th Street, Galveston, TX 77450

**Servicing:** Algoa, Alta Loma, Arcadia, Bacliff, Bayou Vista, Clear Lake Shores, Dickinson, Galveston, Hitchcock

#### Greenspoint Service Area:

713-945-4636

2301 West Gears Road, Houston, TX 77067

**Servicing:** Aldine, Bammel, Jersey Village, Spring, Satsuma, Westfield

#### Humble Service Area:

713-945-8991

10010 FM 1960, Humble, TX 77338

**Servicing:** Huffman, Humble, Kingwood, Oak Ridge North, Spring

#### Magnolia Park Service Area:

713-923-3796

104 North Greenwood, Houston, TX 77011

**Servicing:** Central Houston (Downtown)

#### South Houston Service Area:

713-945-6329

4700 South Shaver, Houston, TX 77034

**Servicing:** Alvin, Brookside Village, Deer Park, Friendswood, Genoa, Manvel, Nassau Bay, Pasadena, Pearland, South Houston, Webster and vicinity

### Western Region

#### Bellaire Service Area:

713-945-4203

4300 Bissonnet, Bellaire, TX 77401

**Servicing:** Bellaire, Sharpstown, Southside Place, West University Place, Downtown, Galleria, Montrose, Medical Center and vicinity

#### Cypress Service Area:

281-955-3020

18018 Huffmeister, Cypress, TX 77429

**Servicing:** Cypress, Decker Prairie, Hockley, Magnolia, Pinehurst, Prairie View, Rose Hill, Stagecoach, Tomball, Waller and vicinity

#### Fort Bend/Wharton Service Area:

1-281-341-4904

4011 Avenue H, Rosenberg, TX 77471

**Servicing:** Beasley, Boling, Bonus, Booth, Chesterville, Crabb, Damon, Danciger, East Bernard, Egypt, Fairchild, Glen Flora, Hungerford, Iago, Kendleton, Lane City, Lissie, Magnet, Needville, Newgulf, Orchard, Pleak, Pledger, Richmond, Rosenberg, Spanish Camp, Taverner, Thompsons, Wallis, West Columbia, Wharton and vicinity

#### H.O. Clarke Service Area:

713-945-4483

12045 South Main Street

**Servicing:** Alvin (rural), Arcola, Fresno, Iowa Colony, Manvel, Missouri City, Pearland and vicinity

#### Katy/Sealy Service Area:

281-391-5104

5431 Highway Blvd., Katy, TX 77449

**Servicing:** Buckhorn, Burleigh, Cat Spring, Coshatte, Fulshear, Frydek, Katy, Milheim, Mixville, Pattison, Peters, Raccoon Bend, San Felipe, Sealy, Simonton, Valley Lodge and vicinity

#### Spring Branch Service Area:

713-945-4504

3401 Brittmoore Road, Houston, TX 77043

**Servicing:** Bunker Hill Village, Hedwig Village, Hilshire Village, Hunters Creek Village, Piney Point Village, Spring Valley and vicinity

#### Sugarland Service Area:

281-561-3205

13300 West Belfort Avenue, Houston, TX 77099

**Servicing:** Alief, Clodine, Meadows Place, Missouri City, Stafford, Sugarland and vicinity

#### Temporary Meter Installation

vary

Permanent Meter Installation \$ 92

OMR Meter Installation \$ 69

Special Meter Read \$ 3.66



an NRG company

## Your Builder Blueprint for Electricity Service

Reliant has a dedicated team that exclusively serves the unique electric service needs of our homebuilder customers. This includes account managers to provide a single point of contact as well as specialized homebuilder service through our Business Customer Service Center. We understand your service needs are complex and have developed this Builder Blueprint to guide you through the most common transactions you experience with Reliant.

There are five basic electric service requests that most builders make. All requests can be condensed into two essential steps:

- 1. Establish an ESI-ID through CenterPoint Energy.** The ESI-ID number identifies each meter, and electric service cannot be established without it. Only CenterPoint Energy can assign this number and register the ESI-ID with ERCOT. ERCOT, the independent system operator in Texas, monitors and regulates the transmission and delivery of power to ensure safe and dependable service. CenterPoint Energy also handles all of your utility construction needs such as installing electric service facilities, streetlights and meter sets.
- 2. Contact Reliant with your ESI - ID.** After you receive your ESI-ID, you must wait for a minimum of 48 hours before we can establish electricity service for temporary service, new homes, construction trailers, and model homes. Use the Builders Authorization Fax Form to fax multiple requests to 1-888-773-9647 or call the Homebuilder Hotline at 1-800-716-6543 for one or two locations.

### Key Contact Information

#### Reliant Homebuilder Program

PO Box 3765

Houston, Texas 77253-3765

#### Homebuilder Hotline: 1-800-716-6543

Designated line to receive new service requests, disconnection of service, order status, billing questions, and overall customer support for one or two locations.

#### Homebuilder Fax Number: 1-888-773-9647

Designated line to receive fax requests for new service requests and inquiries regarding multiple accounts.

#### Web site: [www.reliant.com/homebuilder](http://www.reliant.com/homebuilder)

Designated site with up-to-date information and current homebuilder forms that you can download.

#### Email: [builder@reliant.com](mailto:builder@reliant.com)

Designated mailbox for homebuilder program information requests.



### Standard Service Charges

There are basic charges for these services that will be displayed on your bill from Reliant. These charges below are effective as of October 2006, and may be subject to change by CenterPoint Energy and do not include construction costs.

## Sample Service Requests and Related Steps

We have outlined five scenarios and the corresponding steps you should follow to establish service, along with instructions for your new homeowners on how to establish electricity service when they move into the home.

### Establish Temporary Service - Construction Needed

1. Contact your CenterPoint Energy service consultant to initiate construction, obtain addresses (if needed) and establish an ESI-ID. Use the listing on the back of the Builder Blueprint for the contact information of your local CenterPoint Energy Service Center.
2. Wait 48 hours while CenterPoint Energy generates your new ESI-ID.
3. Submit your T-SAW request via fax or phone to Reliant after the 48-hour period has elapsed.
4. Reliant submits a move-in (MVI) request to ERCOT.
5. CenterPoint Energy receives an MVI request from ERCOT and installs your new meter.
6. Electricity service will start within three to seven business days after CenterPoint Energy receives MVI request from ERCOT.\*
7. You will receive an initial bill from Reliant.

### Establish Temporary Service - No Construction Needed

"No construction needed" applies when temporary service is established in an area where there is an existing secondary CenterPoint Energy service within 60 feet of the temporary service location.

1. Contact CenterPoint Energy to establish an ESI-ID.
2. Wait 48 hours while CenterPoint Energy generates your new ESI-ID.
3. Submit your T-SAW request via fax or phone to Reliant after the 48-hour period has elapsed.
4. Reliant submits an MVI request to ERCOT.
5. CenterPoint Energy receives an MVI request from ERCOT and installs your new meter.
6. Electricity service will start within three to seven business days after CenterPoint Energy receives MVI request from ERCOT.\*
7. You will receive an initial bill from Reliant.

### Establish Permanent Service

1. Contact CenterPoint Energy to establish an ESI-ID. You must specify at the time of request if you require a remote read (OMR) meter.
2. Wait 48 hours while CenterPoint Energy generates your new ESI-ID.
3. Submit your permanent service request via fax or phone to Reliant after the 48-hour waiting period has elapsed.
4. Reliant submits an MVI request to ERCOT.
5. CenterPoint Energy receives an MVI request from ERCOT and installs your new meter.
6. Electricity service will start within three to seven business days after CenterPoint Energy receives MVI request from ERCOT.\*
7. You will receive your initial bill from Reliant.



### Discontinue Service

1. Submit your move-out (MVO) request via fax or phone to Reliant. You must specify at the time of request if facilities should be disconnected.
2. Reliant submits MVO to ERCOT.
4. CenterPoint Energy obtains a final reading from your meter for billing and disconnects facilities, if applicable.
5. Electricity service should be terminated within three to seven business days after CenterPoint Energy receives MVO request from ERCOT.\*
6. You will receive your final bill from Reliant.



### Homeowner Needs Permanent Service

1. Builder submits MVO request via fax or phone to Reliant. Builder is responsible for service until the MVO is complete, which could take approximately three to seven business days from the date of your MVO request.\*
2. New homeowner needs to contact a retail electric provider to establish service. Existing Reliant customers should request a transfer of service.
3. Reliant submits an MVI request to ERCOT.
4. Electricity service should be transferred within three to seven business days after CenterPoint Energy receives an MVI request from ERCOT.\*
5. The new homeowner will receive an initial bill, and the builder will receive a final bill for service.

*\* Turnaround-time estimate is independent of construction and weather delays and is based upon estimates provided by CenterPoint Energy, ERCOT and Reliant. Estimates assume receipt of all permits by CenterPoint Energy.*

### Turndown Information

If CenterPoint Energy turns down a meter installation, the MVI is suspended. After the appropriate corrections have been made, you must call the Reliant Homebuilder Hotline, 1-800-716-6543, to resubmit your MVI request. Meter installation can be expected within three to seven business days after you call Reliant to resubmit your MVI request.

### Permit Information

CenterPoint Energy must receive all permit information before service will be initiated. If a permit is not in place upon the receipt of the MVI request, CenterPoint Energy will place the account "on hold" pending receipt of a permit. CenterPoint Energy must receive the required permit information within 20 business days of receipt of the MVI request or they will not dispatch the service initiation order to the field. After 20 business days, (if the permit information has not been received by CenterPoint Energy) the original MVI request will be cancelled and you must call Reliant to request a new MVI. You may also fax in your request using a new Builders Authorization Fax form.