

# **PLEASE NOTE!**

Your application for gas service cannot be processed without a copy of your site or plot plan that clearly shows the location of your home on your lot.

This plan must include: setback dimensions, gas meter location, any obstructions and septic system, if applicable.

Return completed application package with payment to:

**South Jersey Gas  
Residential Conversion Sales  
1 South Jersey Plaza  
Folsom NJ 08037**

**1-800-822-9276**

**(RETAIN THIS PAGE FOR YOUR RECORDS)**



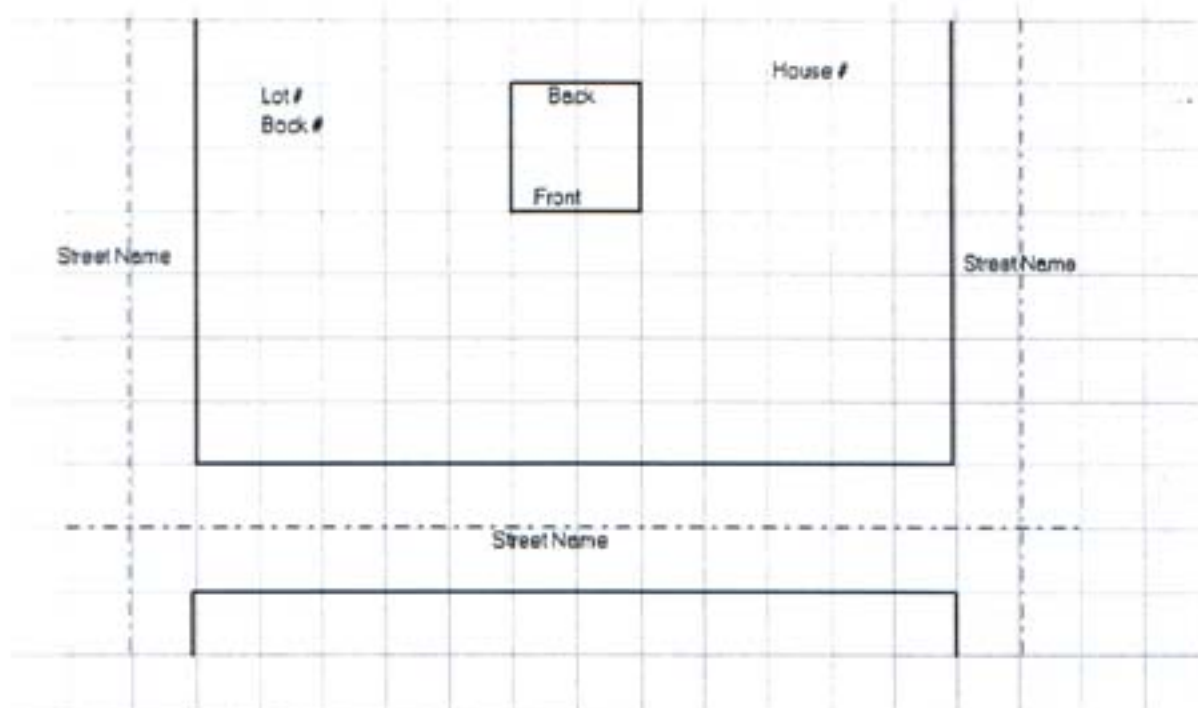
Thank you for your interest in natural gas. We look forward to serving you.

Following is a description of the steps necessary to install a gas service to your property.

1. Complete this Application for Service and contact the representative in your vicinity:  
Atlantic County - Leslie Cohen - cell: 609-204-1029  
Cape May County - Wanda Hackler - cell: 609-204-1031  
Cumberland & Gloucester Counties - Lydia Vera - cell: 609-204-1028  
Camden, Burlington & Salem Counties - Sherry Brescia - cell: 609-703-7934
2. The Company's acceptance of this application for gas service does not constitute an approval of the application. After reviewing your application and receipt of necessary permits, we will notify you of the approval or denial of your application.
3. Once your signed Application for Service and your signed contract are received, we will complete an on-site review of your requested meter location and apply for any required municipal permits to run the service. Please be advised, the municipality may deny a street opening permit. Do not install any equipment until you receive notice your application was approved.
4. If your heating system is being converted from oil heat, a lined chimney is required for heating and/or domestic water heater installations. All existing lined chimneys must be inspected and cleaned before natural gas service will be turned on for your home. Should your contractor fail to mention the chimney work during the bidding presentation, we advise you to remind the contractor about it.
5. If you are financing your equipment installation through South Jersey Gas, your financing application must be approved before the service is installed.
6. When all items above are completed, your service will be installed.
7. After the service is installed, you must contact South Jersey Gas' Builders Line at 609-561-9027 to schedule an appointment for meter installation and to activate service within 90 days.

We will be pleased to answer any questions you may have to assist you with this process. Our offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Atlantic County .....	609-641-9292
Cape May County .....	609-398-0444
Cumberland County .....	856-327-0251
Glassboro, Salem, Camden & Burlington Counties .....	856-863-9648
Toll Free, All Counties .....	800-408-1777



**PLEASE NOTE: ALL DIRECTIONS MUST BE INDICATED AS YOU ARE STANDING IN THE STREET FACING YOUR HOME**

1. Name of LEFT cross street and distance from home. \_\_\_\_\_ ft
2. Name of RIGHT cross street and distance from home. \_\_\_\_\_ ft
3. Please indicate with an X, on the diagram, the side of your house that you would PREFER your meter to be located. (cannot be located on back of house).
4. Approximate distance from the curb or pavement edge to the proposed meter location. \_\_\_\_\_ ft
5. Approximate distance from house corner \_\_\_\_\_ ft.
6. Type of House \_\_\_ Rancher \_\_\_ Two Story \_\_\_ Bi-Level \_\_\_ Duplex \_\_\_ Other
7. Square footage of living space \_\_\_\_\_ sf
8. Present fuel used for heating \_\_\_ oil \_\_\_ propane \_\_\_ electric \_\_\_ other
9. Indicate below the name of contractor who will be doing your heating conversion  
\_\_\_\_\_.
10. Place a stake at your desired meter location.

**SOUTH JERSEY GAS RESIDENTIAL CONVERSION SALES  
800-822-9276**



## Procedure to add a lien

All customers that need to add a lien to an existing New Jersey title must file a financing statement (ISM/SS-85C) with the New Jersey MVC. This can be done by visiting any local MVC Agency. If you are an out-of-state lien holder you can apply through the mail. Only out-of-state lien holders can apply through the mail, all NJ lien holders must go to their local agency. All forms and titles **must be original**; no copies of any kind can be accepted. No cash can be accepted through the mail, only checks or money orders made payable to NJMVC.

The following information is needed to add a lien to a vehicle:

1. The original New Jersey Title
2. A check or money order for \$40.00 payable to the MVC
3. The completed financing statement form SS-85C. The SS-85C **must be** completed by the owner and co-owner (if applicable) **not the lien holder**. The instructions are as follows:
  - Line 1 – If lien holder is a company, a 15 digit corpcode number is required as well as the company's name. If the applying lien holder does not have a corpcode this can be applied for through the mail or in person at a MVC agency. If the lien holder is an individual, their NJ Driver License number and name is required.
  - Line 2 – Complete address, including street, city, state and zip
  - Line 3 – Date the lien is applied
  - Line 4 – Make, year and body type of the vehicle
  - Line 5 – Full VIN number and model of the vehicle
  - Line 6 – Control number of the NJ title
  - Line 7 – Owner of the vehicle as well as their driver's license or corpcode number, and signature is required. This information is not the same as the lien holder and if there are two owners, such as a co-owner, their information is also needed
  - Line 8 – Owner printed name
  - Line 9 – Owner's address, city, state and zip code
  - Line 10 – Date of which the owner filled out their information

**NOTE:** If two liens are being requested, a 2<sup>nd</sup> SS-85C is required and the top of the form must have "Second Lien" noted on it. The same directions as the first lien are to be followed but instead of a \$40.00 check for a single lien the new amount would be \$60.00.



# Motor Vehicle Commission

## FINANCING STATEMENT

Please Print or Type Information

Fee: \$40.00

(Original New Jersey Title Must Accompany this Application)

I hereby certify that I have entered into a security agreement affecting the article described below, with

Driver License Number or Corpcode (Lienholder) (NAME OF LIENHOLDER)

Address City State Zip Code

Dated

Make of Vehicle Year Body Type

Identification Number Model

This Statement is presented to the Chief Administrator of the Motor Vehicle Commission of the State of New Jersey together with Certificate of Ownership No. pursuant to R.S. 39:10-11C as amended.

Driver License Number or Corpcode (Owner) Signature of Owner

Name of Owner (Print)

Address City State Zip Code

Date

Unless this statement, with the certificate of ownership for the article, is presented to the Chief Administrator of the New Jersey Motor Vehicle Commission, or his/her agent, for filing, there shall be the same result of failure to file as provided in Chapter 9 of Title 12A of the New Jersey Statutes.