



Syndicate Subscription Legal Plans

UTILITIES

CORPORATE CLIENT INTAKE QUESTIONNAIRE:

INCIDENTS AND FILINGS BOTH RUN ON CLOCKS. Pipeline, water, and electric incidents carry immediate notification duties, and rate filings, tariff changes, annual reports, and mitigation plan submissions fall on fixed dates. If there has been an incident, outage, or agency notice, tell us before completing the rest of this form and preserve operating records.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for utilities — electric, gas, water, sewer and steam providers, cooperatives, municipal and public utilities, energy services companies, internet and cable providers, and pole and infrastructure companies. Complete the sections that apply. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

☐ Legal Entity Name: _____

DBA / system names: _____ Year founded: _____

Entity type:

☐ Investor-owned corporation

☐ LLC

☐ Cooperative

☐ Municipal or public utility

☐ District or authority

☐ Public company

☐ Subsidiary of a parent

State of formation: _____ EIN (last 4): _____

Contact person & title: _____

Syndicate Plan Member ID: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Annual revenue: \$ _____ Employees: _____

PART 1 — YOUR UTILITY

1.1 Type of utility:

☐ Electricity

☐ Electric cooperative

☐ Natural gas

☐ Water

☐ Sewage & wastewater

☐ Steam

☐ Cable television

☐ Internet service provider

☐ Utility pole & joint use company

☐ Energy services company

☐ Public or municipal utility

☐ Combination utility

1.2 Customers served: _____ Miles of line, main or pipe: _____ Generation or supply: _____



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1.3 Regulatory status:

- | | |
|--|---|
| ☐ Regulated by a state commission | ☐ Municipally governed |
| ☐ Cooperative member governed | ☐ Federally regulated components |
| ☐ Unregulated or exempt | |

1.4 Describe your system, service area, and current priorities: _____

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

- | | |
|---|---|
| ☐ Formation or restructuring | ☐ Bylaws, charter & governance documents |
| ☐ Board & member governance | ☐ Corporate resolutions & delegations |
| ☐ Annual reports & business filings | ☐ Foreign qualification |
| ☐ Affiliate transaction rules & codes of conduct | ☐ Open meeting & public records requirements |

Rates, Tariffs & Regulatory:

- | | |
|---|---|
| ☐ Rate case preparation & support | ☐ Tariff drafting & revisions |
| ☐ Certificates & service territory matters | ☐ Cost recovery & surcharge mechanisms |
| ☐ Resource & capital plan filings | ☐ Federal energy regulatory filings |
| ☐ Annual reports & regulatory compliance filings | ☐ Administrative action defense |
| ☐ Complaint & investigation response | ☐ Public policy & rulemaking comments |

Infrastructure, Land & Construction:

- | | |
|---|--|
| ☐ Rights of way & easements | ☐ Pole attachment & joint use agreements |
| ☐ Franchise & municipal agreements | ☐ Eminent domain & condemnation support |
| ☐ Undergrounding & relocation projects | ☐ Construction & engineering contracts |
| ☐ Interconnection & extension agreements | ☐ Encroachment & vegetation management issues |
| ☐ Site acquisition & facility siting | ☐ Damage prevention & excavation notification |

Operations, Safety & Environment:

- | | |
|---|--|
| ☐ Safety program & incident response | ☐ Pipeline or system integrity requirements |
| ☐ Drinking water & wastewater compliance | ☐ Air, water & waste permits |
| ☐ Emissions & reporting obligations | ☐ Contamination & remediation matters |
| ☐ Wildfire or catastrophic risk mitigation | ☐ Outage & service restoration planning |
| ☐ Emergency & mutual aid agreements | ☐ Critical infrastructure cybersecurity |

Customers, Procurement & Contracts:

- | | |
|---|--|
| ☐ Customer service rules & disconnection practices | ☐ Billing, deposits & collections |
|---|--|



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- | | |
|--|--|
| ☐ Assistance & affordability programs | ☐ Customer complaints & claims |
| ☐ Power, fuel & water supply agreements | ☐ Procurement & competitive solicitations |
| ☐ Vendor & service agreements | ☐ Data privacy & metering information |
| ☐ Accessibility requirements | ☐ Supply chain disputes |

Capital Markets & Finance:

- | | |
|---|---|
| ☐ Capital markets consultation | ☐ Private placement (Reg D / Reg A) |
| ☐ Bond & public finance * | ☐ Secured lending & credit facilities |
| ☐ Cost recovery securitization
international) | ☐ Exchange listing (OTC, Nasdaq, NYSE, |
| ☐ Securities & blue sky compliance | ☐ Mergers, acquisitions & system transfers |
| ☐ Investor agreements & cap table | ☐ Restructuring or bankruptcy |

* For revenue bonds and other public financings, please also complete our Municipal & Public Finance Intake Form.

2.1 Describe your most urgent matter and objective: _____

2.2 Deadline (filing, hearing, response, closing): _____

PART 3 — REGULATORY STATUS & RATES

Filing / Proceeding	Agency	Docket or Number	Subject	Next Date

3.1 Are you subject to rate regulation, and when was the last rate case? ☐ Yes ☐ No

3.2 Is a rate case, tariff change, or cost recovery filing planned? ☐ Yes ☐ No

3.3 Are there pending investigations, audits, or show cause proceedings? ☐ Yes ☐ No

If yes, explain: _____

3.4 Are required annual reports and compliance filings current? ☐ Yes ☐ No

3.5 Do you have affiliates, and are affiliate transaction rules observed? ☐ Yes ☐ No

Transactions with affiliates are closely reviewed in rate proceedings, and undocumented cost allocations are a frequent source of disallowance.

3.6 Are service territory, certificate, or franchise issues pending? ☐ Yes ☐ No

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PART 4 — INFRASTRUCTURE, LAND & CONSTRUCTION

Facility / Project	Location	Type	Status	Estimated Cost \$

4.1 Do you hold easements and rights of way for all facilities? ☐ Yes ☐ No

4.2 Are there encroachments, access disputes, or removal demands? ☐ Yes ☐ No

If yes, explain: _____

4.3 Do you own or attach to poles, with joint use agreements current? ☐ Yes ☐ No

4.4 Are franchise agreements with municipalities current? ☐ Yes ☐ No

4.5 Is condemnation or eminent domain contemplated or threatened? ☐ Yes ☐ No

4.6 Are major construction or replacement projects underway? ☐ Yes ☐ No

4.7 Are relocation or undergrounding obligations being imposed? ☐ Yes ☐ No

PART 5 — SAFETY, ENVIRONMENT & INCIDENTS

Program Area	In Place	Needs Work	N/A
Written safety program & training	☐	☐	☐
System integrity & inspection program	☐	☐	☐
Damage prevention & excavation response	☐	☐	☐
Emergency response & restoration plan	☐	☐	☐
Vegetation management program	☐	☐	☐
Wildfire or catastrophic risk mitigation plan	☐	☐	☐
Water quality monitoring & reporting	☐	☐	☐
Wastewater & discharge compliance	☐	☐	☐
Air emissions & waste management	☐	☐	☐
Cybersecurity & physical security program	☐	☐	☐

5.1 Any incident, explosion, break, contamination, or fire on the system? ☐ Yes ☐ No

Date, location & reporting made: _____

Serious incidents carry immediate notification duties and are followed by investigations. Preserve operating, maintenance, and inspection records at once.

5.2 Have there been notices of violation, penalties, or consent orders? ☐ Yes ☐ No

If yes, explain: _____

5.3 Are there contamination, legacy site, or emerging contaminant issues? ☐ Yes ☐ No



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5.4 Have there been worker injuries or public safety incidents? ☐ Yes ☐ No

5.5 Have you experienced a cybersecurity incident affecting operations or customer data? ☐ Yes ☐ No

PART 6 — CUSTOMERS, SUPPLY & PROCUREMENT

6.1 Are service, disconnection, and reconnection rules documented? ☐ Yes ☐ No

6.2 Do you offer assistance, arrearage, or affordability programs? ☐ Yes ☐ No

6.3 Are customer complaints, billing disputes, or claims pending? ☐ Yes ☐ No

If yes, explain: _____

Counterparty	Agreement Type (supply, fuel, service, construction)	Term	Annual Value \$	Signed?

6.4 Are power, gas, or water supply agreements current? ☐ Yes ☐ No

6.5 Are procurements competitive, with protest procedures in place? ☐ Yes ☐ No

6.6 Do you collect metering or usage data, and is its use disclosed? ☐ Yes ☐ No

PART 7 — WORKFORCE & FINANCE

7.1 Employees: _____ Contractors: _____ States with workers: _____

7.2 Is any part of the workforce unionized, and when does the agreement expire? ☐ Yes ☐ No

7.3 Are there grievances, arbitrations, or bargaining matters pending? ☐ Yes ☐ No

If yes, explain: _____

Existing Debt / Facility	Lender or Investor	Balance \$	Maturity	Collateral

7.4 Capital sought: \$ _____ Purpose: _____

7.5 Capital strategy:

☐ System investment & capital plan

☐ Replacement & resiliency projects

☐ Working capital

☐ Cost recovery financing

☐ Bond or public financing

☐ Public offering or listing

☐ Sale or acquisition of a system

☐ Not sure — need advice



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PART 8 — DISPUTES, DOCUMENTS & CERTIFICATION

8.1 Current disputes:

- | | |
|---|--|
| ☐ Customer claim or class action | ☐ Property damage or injury claim |
| ☐ Regulatory enforcement | ☐ Environmental claim |
| ☐ Contractor or supplier dispute | ☐ Municipality or franchise dispute |
| ☐ Pole attachment or joint use dispute | ☐ Labor claim |
| ☐ None | |

8.2 Is a non-disclosure agreement required before documents are shared? ☐ Yes ☐ No

Please provide the following, if applicable. Check each item available. Redact customer personal information and exclude sensitive infrastructure details.

- | | |
|---|---|
| ☐ Formation & governance documents | ☐ Tariffs & service rules |
| ☐ Financial statements & capital plans | ☐ Recent regulatory filings & orders |
| ☐ Franchise, easement & right of way documents | ☐ Joint use & pole attachment agreements |
| ☐ Supply & construction contracts | ☐ Safety & mitigation plans |
| ☐ Agency notices & incident reports | ☐ Loan, bond & investor documents |

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the entity named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this engagement.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Title: _____

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save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.