



Date: November 24, 2009

To: Building Residents

From: ICM Properties, Inc.

Re: **Winter Notice**

Please be advised that with the winter now upon us and the extreme cold that it brings with, that it is important to take preventative measures in avoiding frozen pipes from occurring in your unit and property that also may potentially burst and cause greater damage.

If you pay your own heat please be advised that it is required that you maintain an active gas/electric accounts in order to keep your unit heated properly and avoid the possibility of plumbing pipes freezing in your unit and in the walls of your unit. The city mandates the minimum heat required be 66-68 degrees. If you are having issues with your furnace or heating equipment please notify maintenance immediately. Also, if you are unable to maintain your utility accounts it is important to note that it is a direct violation of your lease. However, in order to prevent damage to the property please notify ICM Properties, Inc. of this issue.

If you plan on leaving your unit for any extended period of time please make note that the heat must be left on in order to prevent frozen and bursting pipes.

Lastly please make note that that frozen pipes may burst and any damage incurred to your personal property is not the responsibility of the property or it's insurance so any additional measures taken on your part are important and appreciated. We strongly urge tenants to obtain renter's insurance which is inexpensive and can be just a few dollars per month. If there is negligence that occurs by a tenant they can be held liable for damages by both residents and the landlord.

If you need any assistance please contact ICM Properties, Inc. at 773-549-5443.

Thanks again and we wish you a happy holiday.