



To: All Building Residents

From: ICM Properties, Inc.

Re: Winter Notice

Please be advised, that with the extreme cold of winter upon us, it is important to take preventative measures to avoid frozen pipes and heat loss in your apartment.

Here are a few proactive ideas:

- **Drip Water From The Faucets** - Letting a faucet drip during extreme cold weather can prevent pipes from bursting. A small steady drip of water prevents freezing.
- **Check Your Windows** – It may seem like an obvious tip, but checking all of the windows in your apartment to make sure they are closed and locked will reduce radiant heat loss. Also all window ac units should be removed so the window can be sealed.
- **Don't Block Your Radiators** – Radiators should always be kept open and clear of items. Do not tamper with valves on the radiators. Move all your furniture away from the radiators. Do not let curtains cover them, either, as this will divert heat to the windows.
- **Check Your Heating Vents** – Quite often, poor distribution of heat in your apartment is not an equipment problem but caused by a closed vent or two. Take a minute to double check that all your vents are open and aiming the right direction.

If you pay your own heat, please be advised that it is required that you maintain active gas and electric accounts in order to keep your unit heated and avoid the possibility of pipes freezing. The city mandates that heat must be maintained between 63 - 68 degrees. If you are having issues with your furnace or heating equipment, please notify maintenance immediately.

Failure to maintain utility accounts is a direct violation of your lease. However, in order to prevent damage to the property, please notify ICM Properties, Inc., of this issue right away so we can work with you on finding a solution.

If you plan on leaving your unit for any extended period of time, the heat must be left on in order to prevent frozen pipes.

Frozen pipes may burst and any damage incurred to your personal property is not the responsibility of the property or its insurance. If there is negligence that occurs by a tenant they can be held liable for damages by both residents and the landlord. Tenants must have up to date renter's insurance. Renter's insurance is inexpensive, sometimes just a few dollars per month.

If you need any assistance with your heat please contact the maintenance department as soon as possible at 773-549-5632 or via email: maintenance@icmproperties.com