

WINTER NOTICE

During the winter months, it is important to take preventative measures to avoid frozen pipes and heat loss in your apartment. Please take a moment to review the below items and implement those that apply to you.

- **Drip Water from Faucets** – Letting a faucet drip during extreme cold weather can prevent pipes from bursting. A small steady drip of water prevents freezing. This is especially important when temperatures dip below 0 degrees; we ask that you open all faucets to a slow drip (both hot and cold water) on such days.
- **Check 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 A/C units should be removed so windows can be sealed.
- **Do Not Block Radiators** – Radiators should always be kept open and clear of items. Do not tamper with valves on the radiators. Move all furniture away from the radiators and do not let curtains cover them as this will divert heat to the windows.
- **Check 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 all your vents are open and aiming the right direction.
- **Maintain Thermostat Batteries** – Please be sure the batteries in your thermostat are working and replace them as necessary. Non-working batteries will cause your heat to go off. This is especially important if you will be leaving your unit for an extended period of time.

The City mandates that from September 15 through June 1, the temperature in your apartment must be at least 68 degrees from 8:30 AM to 10:30 PM and at least 66 degrees from 10:30 PM to 8:30 AM. If you pay your own heat, please be advised you are required to maintain active gas and electric accounts in order to keep your unit heated and avoid the possibility of pipes freezing. If you are having issues with your furnace or heating equipment, please notify maintenance immediately.

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

If you are going out of town or leaving your unit for an extended period of time, the heat must be left on. Failure to do so may result in the pipes freezing and breaking causing damage to your apartment and personal property, your neighbors' apartment(s), and the building. Turning off your furnace will be considered a violation of your lease and you will be held liable for any damages incurred. 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 at maintenance@icmproperties.com.