

THE UNIVERSITY OF CHICAGO
CAMPUS AND RESIDENTIAL CLIENT SERVICES
5100 S. DORCHESTER AVENUE
CHICAGO · ILLINOIS 60615-4199
PHONE (773) 753-2200
FAX (773) 753-1332

May 15, 2009

AIR CONDITIONER ELECTRIC FEE

If electricity is included with apartment rent, and if you wish to install one or more air conditioners in your apartment, the following information details the billing terms, **PER AIR CONDITIONER**, that residents are required to pay, and the terms under which the payments are due.

MONTHLY ELECTRIC SURCHARGE: \$40.00

TERMS

- 1) If an air conditioner is installed for **any** portion of a month, payment for the entire month will be due and payable as stated above. There is no pro-rata of fees.
- 2) If you remove an air conditioner unit, you must notify this office, in writing, that you have done so, prior to the date the next payment is due. If we have not received written notification, we will assume that the unit is still in place, and the bill for the next period will be assessed.
- 3) If you have an air conditioner unit that is installed but not working, you will be charged as if it is functioning. For your benefit, and to avoid misunderstandings, please have non-functioning units removed immediately and also notify our office in writing.
- 4) In accordance with all leases, to conserve heat during the winter, all air conditioning units must be removed by October 31st of each year.

TENANT

DATE

ADDRESS

APT. #