Request for Electric Bill Review

Please review my electric bill for the following date/month: ______ for Apt #________________

Name:_________________________________________________________________________ UT EID:__________

Today’s Date:____________________

I understand that University Apartment’s will investigate items below and will notify me if any problems are identified. If the billing was in a month when extreme hot or cold weather prevailed, power usage would be expected to be higher, and no adjustment will be made. If problems are found that are UT’s responsibility, I understand that I may receive an adjustment on my electric bill. If UT determines that all items are correct, I will be responsible for paying my bill, and no further investigation will be done.

Signature of Student__________________________________________________________

Phone:_________________ Email:________________________________________________

OFFICIAL OFFICE USE ONLY - Apartments Staff, please initial each step taken below.

_____Reviewed meter reading, checked math, compared to prior month’s usage.

_____Reviewed computer billing records.

_____ Extreme heat or cold, usage expected to be above normal.
   (If this is checked, do not complete work history.)

   Reviewed work history to determine problems with electrical appliances:

   _____A/C/heating unit  _____Refrigerator  _____Water heater

   _____Lighting wattage  _____Computer pc usage  _____Weather stripping

   _____Checked meter for proper functioning, speed: cycles/minute, condition.

Research
Notes:_________________________________________________________________________

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Reviewed by Manager:_________________________________________________________

Signature  Date

(revised 10/07)