

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: _____

Reviewed by Manager: _____

Signature

Date