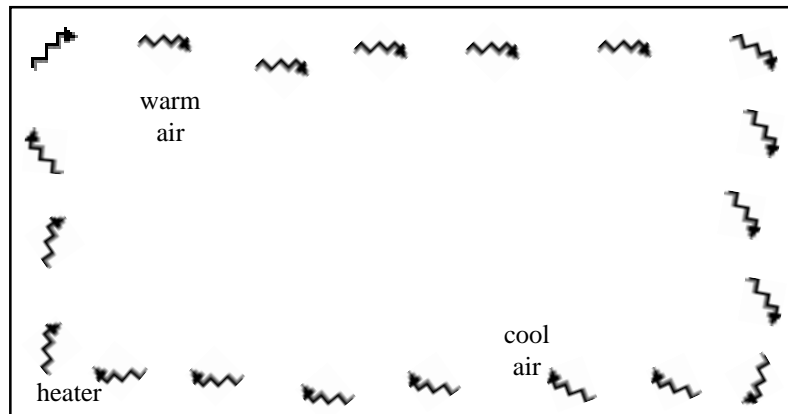


THE HEAT SHEET

You can have a comfortable and cozy apartment this winter and save electricity if you know how your heater works and how to operate it. Following are our answers to the most common questions regarding the heater and some operating suggestions:

- 1) Yes, your apartment has a heater and you have complete control over it and thus your room temperature.
- 2) It's located on the wall below your window.
- 3) To operate: locate the black dial on the right-hand end of the unit and turn it clockwise to increase the temperature--counterclockwise to decrease. If you turn it up and can't feel any heat 5 minutes later, check to see if the breaker is in the "on" position. The circuit breaker is located on the bathroom wall behind the metal door just above your light switch. Each switch on your side controls a separate electrical circuit in your apartment. They should all be in the "on" position.
- 4) Your room should be arranged in a way that will permit good circulation around the heater. The heater is designed to heat the air and make it rise thus creating a circulation pattern that pushes the cold air along the floor and into the heating unit.



Thus, if you block the area in front of the heater with furniture or personal possessions, be sure that:

- a) There is enough space to allow the warm air to rise
 - b) There is ample room for the cooler air to flow along the floor under your bed so that it can reach the heater.
 - c) Note that anything within 10 or 12 inches can be burned by the heater, and is a potential fire hazard.
- 5) The heat from the unit is sufficient to melt any plastic or vinyl objects within a 10 to 12 inch range, so be sure that all tote trays, cushions, plastic wastebaskets, bedspreads, etc. are kept a safe distance away.
 - 6) To save electricity try the following tips:
 - a) Use a room arrangement that will allow good air circulation.
 - b) If you notice a draft from below the a/c -- seal it off by wedging a rolled up towel between the a/c and the window sill. Also, make sure the a/c vent is in the closed position.
 - c) Try to maintain a temperature around 68 degrees and lower during the night, if you wish.
 - 7) Although electricity is included in your rent, please keep in mind that it is to your advantage to conserve electricity whenever possible. Our rental rates are based upon our actual costs. So please help conserve electricity, save our fossil fuels, and keep our rates low.
 - 8) Please do not have your heat on and windows open, as this is unproductive. If your apartment gets too hot, simply turn the dial counterclockwise a bit and give your apartment some time to cool down before making further adjustments. *Note that we reserve the right in our lease to charge for wasteful energy use.

Caution: Do not ever turn your heater all the way off when you are leaving town and when there is a danger of the outside temperature dropping below 32 degrees. If the water pipes in your apartment freeze they will burst, soaking your apartment and all those below yours.

IMPORTANT: *Your lease has an excessive usage clause in the Terms & Conditions, VIII., H.