

Example of an Energy Disclosure Email

After ComEd completes your Energy Cost Disclosure request, a secure email is sent with the requested information. An example of this email is provided for your reference.

The Email – Example Energy Disclosure email is shown below

From: [ComEd Heat Disclosure Request](#)
To: [John Doe](#)
Subject: SECURE: Heat Disclosure
Date: Thursday, October 29, 2015 4:46:47 PM
Attachments: [ComEd Heat Disclosure - ABCD Property - 2015-10-29 16.44.45.xlsx](#)

Dear John Doe,

Thank you for contacting ComEd Customer Care. We have processed your request. The attached Excel file contains the information that you requested. Below is a summary for the accounts.

Accounts Requested: 5
Accounts Processed: 4
Duplicate Accounts: 0
Accounts Not Found*: 1

*Accounts that were not found are identified in the attachment.

Thank you,
ComEd
2 Lincoln Centre
Oakbrook Terrace, IL 60181-4260

The following pages show a sample of the information provided in the Excel spreadsheet that is attached to the email.

NOTE: Each of the pages represents a **tab along the bottom of the spreadsheet.**

Cover Letter Tab – Utility Disclosure of Electric Cost Notice

Account Summary Tab – contains a summary of the requested information

Other Tabs –

For heat disclosure requests - each address/premise processed has individual tabs containing the Utility Disclosure of Electric Cost Notice letter

Cover Letter Tab – Utility Disclosure of Electric Cost Notice is shown below

UTILITY DISCLOSURE OF ELECTRIC COSTS NOTICE

Date of Disclosure: Thursday, October 29, 2015

Mail to:

ABCD Property
1234 W State Street
Chicago, IL 60657

Disclosing Utility:

Commonwealth Edison Co.
2 Lincoln Center
Oakbrook Terrace, IL 60181
1-800-EDISON-1 (1-800-334-7661)

Other Tabs –

For heat disclosure requests - each address/premise processed has individual tabs containing the Utility Disclosure of Electric Cost letter

**CITY OF CHICAGO ENERGY COST DISCLOSURE ORDINANCE
UTILITY DISCLOSURE OF ELECTRIC COSTS
NOTICE**

Date of Disclosure
10/29/2015

Mail to: ABCD Property
1234 W State Street
Chicago, IL 60657

This disclosure is made by the utility which supplies the energy for the primary source of heat for the dwelling unit in question. It is based upon past energy consumption during the previous 12 months with usage as the basis for the estimate for that dwelling unit, current or estimated utility rates and a presumption of normal weather. The figures quoted may include space heating, water heating, air conditioning, lighting or other appliances. Persons receiving this disclosure should understand that their own energy costs may be more or less than the amount disclosed here because of differences between their patterns of energy use and those of previous occupants, because of changing utility rates and because of changing weather conditions.

This disclosure should be used as a guide for understanding the probable and approximate annual and average monthly electric costs for the dwelling unit in question. In no way does this disclosure constitute an offer of guarantee of maximum energy costs by the disclosing utility, owner of property, agent of owner or any other person. In no way does this disclosure relieve any person from paying for the utility services he uses regardless of the estimated amounts disclosed. False disclosures are punishable by a fine up to five hundred dollars (\$500) for each offense.

Disclosing Utility:

Commonwealth Edison Co. 2 Lincoln Center Oakbrook Terrace, IL 60181 1-800-EDISON-1 (1-800-334-7661)

Address and Location of Dwelling Unit:
9171 W OAK ST APT 122A
CHICAGO, IL 60610-3235

Estimated annual electricity costs (Including Heating): \$288.19 (\$24.02 /month)

Commonwealth Edison Company

RECEIPT FOR DISCLOSURE

I, _____, hereby acknowledge that I received a copy of this disclosure before I paid any money or signed any paper for the sale or rental of the residential dwelling unit(s) described above.

Date of Receipt: _____

(Signature)

Questions about this disclosure or complaints that a truthful disclosure was not given prior to the payment of any money or the signing of any paper for the sale or rental of an individually heated residential dwelling unit may be addressed to the City of Chicago, Department of Consumer Services, telephone (312) 744-9400.