

---

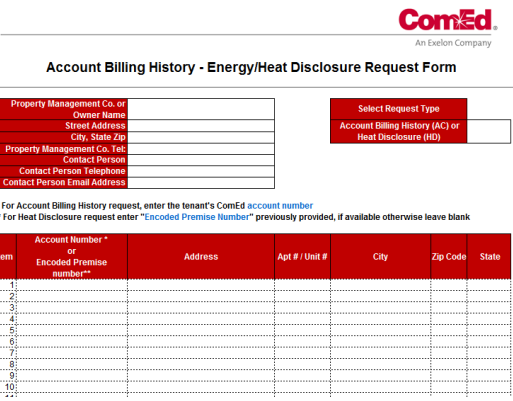
## Account Billing History & Heat Disclosure Process Overview For Property Managers

# Process: Property managers submit requests to ComEd

For Account History/HUD Related Requests email requests to [ComEdAccountActivityRequest@ComEd.com](mailto:ComEdAccountActivityRequest@ComEd.com) with the following:

1. Customer authorization forms authorizing ComEd to release information in PDF format
2. Completed ComEd Account History-Heat Disclosure Request Form in Excel format

### Required Forms



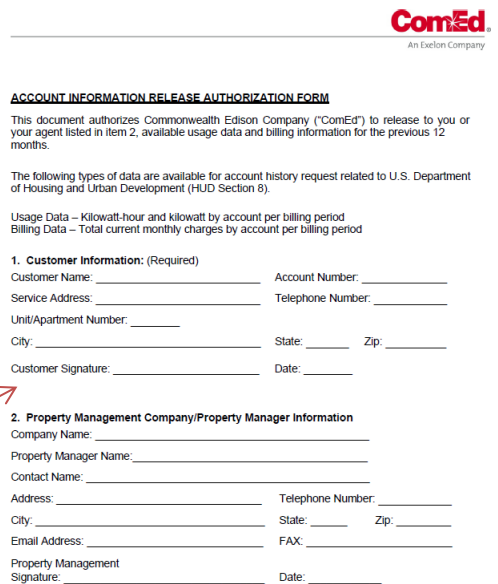
**Account Billing History - Energy/Heat Disclosure Request Form**

Property Management Co. or Owner Name  
Street Address  
City, State, Zip  
Property Management Co. Tel.  
Contact Person  
Contact Person Telephone  
Contact Person Email Address

Select Request Type  
Account Billing History (AC) or Heat Disclosure (HD)

\* For Account Billing History request, enter the tenant's ComEd account number  
\*\* For Heat Disclosure request enter "Encoded Premise Number" previously provided, if available otherwise leave blank

Item	Account Number * or Encoded Premise Number**	Address	Apt # / Unit #	City	Zip Code	State
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						



**ACCOUNT INFORMATION RELEASE AUTHORIZATION FORM**

This document authorizes Commonwealth Edison Company ("ComEd") to release to you or your agent listed in item 2, available usage data and billing information for the previous 12 months.

The following types of data are available for account history request related to U.S. Department of Housing and Urban Development (HUD Section 8).

Usage Data – Kilowatt-hour and kilowatt by account per billing period  
Billing Data – Total current monthly charges by account per billing period

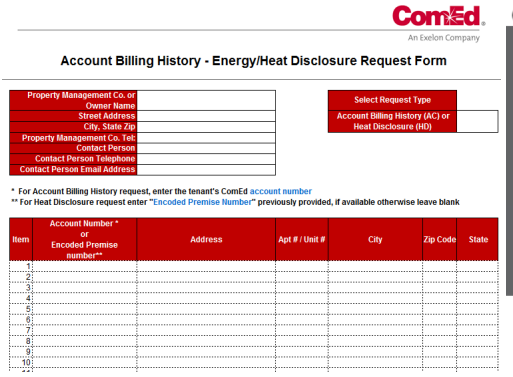
1. **Customer Information:** (Required)  
Customer Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Service Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Unit/Apartment Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. **Property Management Company/Property Manager Information**  
Company Name: \_\_\_\_\_  
Property Manager Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ FAX: \_\_\_\_\_  
Property Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Customer Authorization Form**  
Use ComEd's Customer Authorization form

For Heat Disclosure Requests email requests to [ComEdHeatDisclosureRequest@ComEd.com](mailto:ComEdHeatDisclosureRequest@ComEd.com) with the following:

1. City of Chicago "Application For Energy Disclosure" in PDF format
2. Completed ComEd Account History-Heat Disclosure Request Form in Excel format



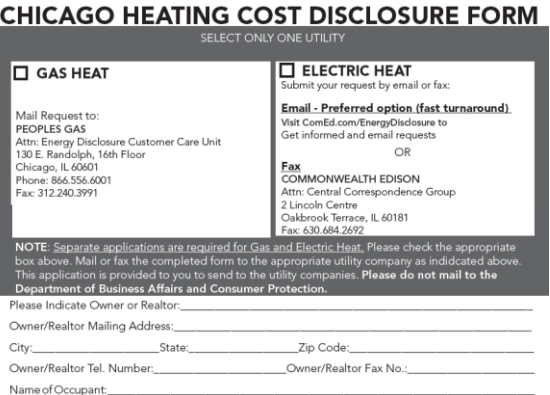
**Account Billing History - Energy/Heat Disclosure Request Form**

Property Management Co. or Owner Name  
Street Address  
City, State, Zip  
Property Management Co. Tel.  
Contact Person  
Contact Person Telephone  
Contact Person Email Address

Select Request Type  
Account Billing History (AC) or Heat Disclosure (HD)

\* For Account Billing History request, enter the tenant's ComEd account number  
\*\* For Heat Disclosure request enter "Encoded Premise Number" previously provided, if available otherwise leave blank

Item	Account Number * or Encoded Premise Number**	Address	Apt # / Unit #	City	Zip Code	State
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						



**CHICAGO HEATING COST DISCLOSURE FORM**  
SELECT ONLY ONE UTILITY

**GAS HEAT**  
Mail Request to:  
PEOPLES GAS  
Attn: Energy Disclosure Customer Care Unit  
130 E. Randolph, 16th Floor  
Chicago, IL 60601  
Phone: 866.556.6001  
Fax: 312.240.3991

**ELECTRIC HEAT**  
Submit your request by email or fax:  
**Email - Preferred option (fast turnaround).**  
Visit [ComEd.com/EnergyDisclosure](http://ComEd.com/EnergyDisclosure) to Get informed and email requests  
OR  
**Fax**  
COMMONWEALTH EDISON  
Attn: Central Correspondence Group  
2 Lincoln Centre  
Oakbrook Terrace, IL 60181  
Fax: 630.684.2692

NOTE: Separate applications are required for Gas and Electric Heat. Please check the appropriate box above. Mail or fax the completed form to the appropriate utility company as indicated above. This application is provided to you to send to the utility companies. Please do not mail to the Department of Business Affairs and Consumer Protection.

Please Indicate Owner or Realtor:  
Owner/Realtor Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Owner/Realtor Tel. Number: \_\_\_\_\_ Owner/Realtor Fax No.: \_\_\_\_\_  
Name of Occupant: \_\_\_\_\_

## **Process:** ComEd sends the completed request by secure email - CISCO Registered Envelope Service (CRES)

### **For Account Billing History/HUD Related Requests property managers receive**

- Secure email notification containing the account billing information is sent to property manager's email box after property manager logs into CRES server
- A spreadsheet containing a summary, billing data, and billing statements for up to 1,000 accounts
- Data can be saved, copied and pasted for analysis. Statements can be printed on demand when needed

### **For Energy/Heat Disclosure Requests property managers receive**

- Secure email notification containing the heat disclosure letters is sent to property manager's email box after logging into CRES server
- A spreadsheet containing a summary and heat disclosure letters for up to 1,000 addresses/premises. Letters can be printed on demand when needed