

MHA AIR CONDITIONER POLICY

The MHA air conditioner season will start May 1st of each year. The end of the air conditioner season is October 31st of each year for Spring Brook, Spring Valley, and Hillside Heights. MHA reserves the right to extend the season at their discretion.

Form MHA 352 must be completed and turned in to the Occupancy Department to request air conditioner installation. A \$100.00 Excess Utility Fee will be charged per air conditioner (this includes both window and portable air conditioner units) per season regardless when the air conditioner is installed. The Excess Utility Fee must be paid in full by July 5th of each year. If the tenant fails to pay the Excess Utility Fee in full by July 5th of each year a \$25.00 late fee will be applied to their account. If a tenant requests an air conditioner on or after July 5th the Excess Utility Fee of \$100.00 has to be paid prior to MHA maintenance staff installing the air conditioner.

All window materials will be furnished free on new installations. The materials must be saved by the tenant when the air conditioner is removed. If the materials are not saved for the installation for upcoming years the tenant will be charged for replacement costs of the materials based on the current Maintenance & Excess Utility Charges Schedule. The air conditioner needs to be in front of the window and ready to be installed. If a tenant has recently purchased an air conditioner make sure that the air conditioner is removed from the box and is assembled correctly. Maintenance will not assemble air conditioners. Air conditioners can not be installed in casement windows (crank out windows) or in egress (exit) windows, such as windows in bedrooms containing only one window.

Upon completion of form MHA 352 the Occupancy Department will initiate a work order for the air conditioner installation. All work orders will be processed in the order they are received considering the availability of maintenance personnel. Once the tenant has been placed on the list the installation will go according to the date form MHA 352 was submitted to the office. Tenants with documented medical reasons will be given priority on the air conditioner installation list. If the tenant installs the air conditioner without completing form MHA 352 the Excess Utility Fee of \$100.00 is due immediately and a work order will be generated to make sure the air conditioner was installed correctly.

All air conditioner units (window and portable) must be approved by (B.T.U. rating, 110 volt, size, weight, and shape) and installed only by the MHA maintenance department. The air conditioner must be 10,000 B.T.U. or below starting January 1, 2009. If an extension cord is used for the air conditioner it must be rated for an air conditioner or maintenance will not be able to install the air conditioner until the extension cord is rated for an air conditioner.

Spring Valley residents: There is a receptacle in the apartment that is dedicated for the air conditioner unit. The air conditioner unit has to be plugged into the dedicated receptacle. Extension cords are not allowed to be used with air conditioning units in Spring Valley.

The tenant is responsible to remove and store the air conditioning unit and all installation materials at the end of the specified season. If a tenant is not physically able to remove the air conditioner at the end of the season the maintenance department will be available by work order for removal when time permits. MHA requires valid medical documentation submitted annually if the tenant has a medical necessity to have the air conditioner(s) in the window all year long.

***MHA is not responsible for the maintenance, operation, or repair of the tenant's air conditioner(s).**

***MHA is not liable for any damages incurred to air conditioners during installation.**

***MHA will not install air conditioners that are not safe (i.e. frayed cords, burnt plugs, air conditioners in need of internal cleaning that do not drain condensate water properly. If internal water damage from the air conditioner(s) causes damage to the wall or floor because the air conditioner unit wasn't draining properly the tenant will be responsible for all damages incurred.**