

MHA AIR CONDITIONER POLICY

Starting in 2018 the air conditioner policy is being revised to include the following updates. Air conditioners that are properly installed in an acceptable window will be allowed year round for Spring Brook, Spring Valley, and Hillside Heights.

Form MHA 352 must be completed and turned in to the Occupancy Department to request air conditioner installation. A \$120.00 Excess Utility Fee will be charged per air conditioner (this includes both window and portable air conditioner units) per year 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 \$120.00 has to be paid prior to installation of the air conditioner.

Maintenance staff will not charge to install air conditioners for the initial installation, if the resident has a disability on file, or if the resident is elderly. All other air conditioner installations and removals will be charged to the resident if performed by maintenance staff. All window materials will be furnished free on new installations. The materials must be saved by the tenant. If the materials are not saved 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 cannot be installed in, or vented through casement windows (crank out windows) or in egress (exit) windows, such as windows in bedrooms containing only one window. If a resident chooses to remove the air conditioner from the window for any reason other than replacement, the resident will be responsible for the reinstallation.

Upon completion of form MHA 352 the Occupancy Department will initiate a work order for the air conditioner installation if necessary. 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 \$120.00 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 meet MHA approved guidelines (B.T.U. rating, 110 volt, size, weight, and shape). 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 an extension cord that is rated for an air conditioner is provided.

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.

***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.**