The Norton Housing Authority has an air conditioner policy. All air conditioners are the sole property of the tenant. Norton Housing Authority is not liable for installation, maintenance, repair, replacement or disposal of air conditioner units.

Tenants are limited to one (1) air conditioner per apartment. Air conditioners can be installed in the window on April 1st and must be removed from the window by October 31st. The ***only exception*** to these dates are units at Woodland Meadows, ***667-1, buildings A-E ONLY*** where air conditioners are installed in casement windows. Air conditioners in the 667-1 portion of Woodland Meadows can remain installed year round and will be covered by Norton Housing Authority, at no cost to the tenant.

Authority Maintenance staff will also make accommodations in order for the air conditioner to be installed properly in a casement window located in ***667-1, buildings A-E***, at no cost to a new resident. If an existing resident replaces their current air conditioner and the new unit cannot be used in the existing opening, Norton Housing Authority staff will prepare the opening to accommodate a new air conditioning unit and the resident will be charged a fee of $35.00 for the cost of labor and materials. Norton Housing Authority maintenance staff will not install an air conditioner for a new or existing tenant.

All tenants, however, are responsible for the installation and removal of their air conditioner. Before you can install an air conditioner in your unit, you must come into the office and sign a form stating that you understand and agree to this Air Conditioner Policy.

It is important to note that, while your air conditioner is running, you may not open your apartment windows. Wasting utilities is a violation of your lease, which this Authority takes very seriously.

If you wish to have a ceiling fan installed in your apartment, you must make a request in writing to this Office. If approved, you are required to have a licensed electrician perform the installation, at your own expense, and provide a copy of your receipt, with the electrician’s license number provided thereon, to the Office.

This policy was approved by the Board of Commissioners for the Norton Housing Authority on July 17, 2012 and re-approved on **October 13, 2015**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

James Dinsel, Chairman

**AIR CONDITIONER INSTALLATION AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a resident of the Norton Housing Authority, who Tenant’s Name (Please Print)

resides at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in consideration of the Authority’s granting permission for the

 Address/Unit Number

Installation of one air conditioning unit in said apartment, hereby agrees to the following:

1. I agree to purchase or install my own air conditioning unit that is 110V AC capacity and not to exceed 8,000 BTU’s.
2. I agree to properly install the air conditioner in accordance with the Norton Housing Authority Air Conditioner Policy. The work may be inspected by the Authority upon completion.
3. I agree that any cost incurred to install, repair or replace an air conditioner is the sole responsibility of the resident, not the housing authority.
4. I agree that I will not install an air conditioner before April 1st and understand that it must be removed by October 31st, unless an exception has been made which allows me to keep the air conditioning unit in my window throughout the year.

This policy was approved by the Board of Commissioners for the Norton Housing Authority on July 17, 2012 and re-approved on **October 13, 2015**.