

Request for Installation of Air Conditioner

Air conditioners may not be installed before April 15 and must be removed no later than October 15.

For Ground Floor A/C Units: To prevent your air conditioner from accidentally falling out of the window, you must provide adequate support and bracing to the unit. The manual that comes with your air conditioner will guide you through the installation procedure. Make sure the air conditioner is secured well but not screwed or mounted to the dwelling or window frame. Remember: a unit falling from even a first floor window could result in a serious injury to a person below. As a result, and to cover any damage or injury that may occur, ***you must provide proof of tenant insurance before we can authorize installation of an air conditioner***

Use the supplied window inserts, plexiglass, lexan or ¼” plywood painted white to fill in the portion of the window above/beside the air conditioner or vent. ***Do not use combustible materials like cardboard, plastic, sheets, towels, etc., as it creates a fire hazard.***

NHC reserves the right to modify or withdraw authorization for the installation at any time. The tenant agrees to assume the full cost and responsibility for the removal and, if authorized, the re-installation of the air conditioner. Any damages to the unit or building will be at the tenant’s expense.

The unit must be plugged directly into a single outlet. No extension cords except ones sold specifically for air conditioners may be used. The air conditioner draws a lot of power and can become a fire hazard if long or under rated extension cords are used. For the most part, air conditioners use a 15-amp outlet. Air conditioners requiring more power than 15 amps cannot be installed as they could cause a serious electrical problem.

Air conditioners are a high energy use appliance and should be used as little as possible to save energy and dollars.

I _____, of (Address) _____, wish to install an air conditioner in my unit. I understand and agree to the terms and conditions and must provide a copy of my tenant insurance and have written authorization from Nepean Housing Corporation prior to installing the air conditioner. If I am not sure how to remove the window, I will call the office for maintenance guidance.

Tenant Signature: _____ Date: _____

NHC Authorization: _____ Date: _____