

## AIR CONDITIONER POLICY

1. Residents may have one (1) window mounted (wall insert) A/C unit in their apartments.

1a. In lieu of a window mounted or wall inserted A/C a **non-exhausting** portable A/C unit may be considered.

2. A request for an additional A/C unit must be submitted in writing to the Authority before its installation. The tenant will receive a written response from the Housing Authority either authorizing or denying the request.

2a. When a room only has one (1) window, a window mounted A/C is prohibited.

3. All A/C units must be energy star approved.

4. Use of extension cord(s) to plug in the A/C unit are limited to a 12-3 cord with a ground if needed. (Appliance Cord).

5. The A/C unit may be installed from May 1<sup>st</sup> through October 31<sup>st</sup>.

5a. A/C units must be covered or removed during the colder winter months. (November – April) Front, back and 1<sup>st</sup> floor side units may be covered. 2<sup>nd</sup> and 3<sup>rd</sup> floor units in the front and back may be covered. All 2<sup>nd</sup> and 3<sup>rd</sup> floor side units must have the unit removed since they cannot be accessed to cover them.

6. Air conditioners must be maintained in good working order and kept clean.

7. No duct tape, cardboard, cloth or other unprotected/unweather proof material will be used as A/C side panels.