

## Request for permission to install an air conditioner

Tenant Name	
Phone number	
Email address	
Unit Address	

Your Tenancy Agreement requires that you must obtain approval prior to installing an air conditioner at your home. Due to concerns regarding improper installation of window air conditioners across our communities this provision within your Tenancy Agreement will be strictly enforced.

Please include proof of your current and valid tenant insurance policy with this application. Applications will not be approved without proof of tenant insurance.

### What type of air conditioner do you wish to install?

☐ Window Mount



☐ Portable



☐ Other

### Where will you install the unit(s) (check all that apply):

- ☐ Bedroom 1    ☐ Bedroom 2    ☐ Bedroom 3    ☐ Bedroom 4    ☐ Bedroom 5  
☐ Kitchen    ☐ Living Room    ☐ Bathroom    ☐ Window over balcony  
☐ Wall Sleeve    ☐ Other: \_\_\_\_\_

**HCHC requires that all air conditioners must be installed in accordance with manufacturer directions/instructions.**

**Complete both sides of this form and return by email to your Tenant Services Advisor, or mail or drop off in the site drop box to:**

**HCHC**  
**1151 Bronte Road**  
**Oakville, ON, L6M 3L1**

**Please check each statement to acknowledge that you have read and understood the requirements of this application:**

- ☐ Any damages to the windows, window frame, and the surrounding structure that has been caused by the installation, removal or the use of the air conditioner will be the responsibility of the tenant. Any damages not initially reported, but later identified during unit inspections will be referred to Maintenance Services for repairs at the tenant's expense.
- ☐ Any installation deemed by HCHC to be unsafe or improperly installed will be required to be removed immediately and/or reinstalled properly at the tenant's sole expense. Failure to comply will result in HCHC arranging for the unit to be removed.
- ☐ Any installation found to be completed prior to HCHC's written consent, must be removed at the tenant's expense.
- ☐ Tenants are required to remove the air conditioning unit seasonally (remove by September 30 and install no sooner than May 1). Tenants that require year round use of an air conditioner will be required to complete the HCHC Accommodation Request Form.
- ☐ Completion of this application does not imply that permission to install an air conditioner has been granted.
- ☐ HCHC may contact me to discuss this application. A decision will be provided in writing, in a timely manner.
- ☐ A copy of my current and valid tenant insurance is included with this form.

I acknowledge that I have read and understood the terms of the application.

<b>Date</b>	
<b>Signature</b>	

<b>HCHC will complete this section and return the form to you</b>			
Valid Tenant Insurance Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tenant Completed Entire Form:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Request Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Reason if not approved:			
Staff Name and Extension:			