

Request for permission to install an air conditioner

Tenant/Occupant Name	
Phone number	
Email address	
Unit Address	

Your 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 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



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

- | | | | | |
|--------------------------------------|---------------------------------------|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Bedroom 1 | <input type="checkbox"/> Bedroom 2 | <input type="checkbox"/> Bedroom 3 | <input type="checkbox"/> Bedroom 4 | <input type="checkbox"/> Bedroom 5 |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Living Room | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Window over balcony | |
| <input type="checkbox"/> Wall Sleeve | <input type="checkbox"/> 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.
- ☐ Air conditioners that are not removed by September 30 or are installed prior to May 1 may cause increased demand on heating units and potential unit failure. Tenants will be responsible for any increased cost in utilities or maintenance associated with air conditioning units left installed between the dates mentioned above.
- ☐ This form is not intended for central air conditioning systems. Any system that requires unit modification beyond anchors and screws (e.g. cutting drywall) is not permitted in HCHC units.
- ☐ 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.

Date	
Signature	

HCHC will complete this section and return the form to you			
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:			