



VILLAGE OF CANTON HOUSING AUTHORITY

37 Riverside Drive
Canton, NY 13617

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The Village of Canton Housing Authority: Air Conditioner Policy

1. It is the Tenant's responsibility to purchase their own air conditioner and safety bracket.
 - a. Any A/C unit in the window above first floor must be installed by maintenance and include safety bracket.
 - b. All A/C units at 37 Riverside Dr must be rear-vented (in window).
2. The VCHA finds it necessary for reasons of safety and liability to install air conditioners in Tenant apartments. A request to *install or remove* an air conditioner should be completed on a work order.
3. If it is discovered that an air conditioner was installed by the Tenant without notifying the office, a member of the maintenance staff will inspect the installation to make sure it meets our standards. The Tenant will be given a violation notice.
4. Installation will only be allowed during the months of the cooling season, May 1st – October 1st.
5. The Tenant will be responsible for paying a monthly *Excess Utility Fee* of \$20 monthly, only for the months the Tenant requests, during the cooling season. (If an air conditioner is installed after the 15th of a month, the excess utility fee for that month will be \$10.)
6. When the air conditioner is removed, the Tenant is required to store it. Air conditioners cannot be stored in VCHA storage units.
7. If there is a medical reason a Tenant in this building requires use of an air conditioner year-round, they must complete a *Request for Reasonable Accommodation Form*. If the request is approved, the Tenant will still be responsible for paying excess utility fees as described above.
8. No Tenant having unpaid fees related to air conditioner use from a prior year will be allowed to have an air conditioner installed until the balance is paid in full.

