

**CLINTON COUNTY HOUSING AUTHORITY
POLICIES**

AIR CONDITIONER POLICY

Air conditioner use is not included in your rent. The Clinton County Housing Authority (CCHA) has adopted the following rules and regulations regarding installation and use of tenant-owned air conditioners. These rules and regulations are considered to be the Air Conditioner Policy.

1. The standard season for air conditioner use will be from May 1st through September 30th.
2. CCHA will install ALL air conditioners. Installation for the standard season will commence during the last week of April. Air Conditioner fees must be paid in full prior to installation.
3. Installations mid-season will be at the convenience of CCHA.
4. The Air Conditioner's exterior cabinet width may not exceed 22 inches in width. Units that exceed this dimension may not be installed at the discretion of CCHA Maintenance. Air Conditioners deemed too large or unsafe for operation will not be installed.
5. Only Air Conditioner units designed to be mounted in a window are permitted. Portable floor units are expressly prohibited.
6. Tenants may NOT install their own air conditioner. Air conditioners not properly installed by CCHA will be immediately removed. Tenant will be responsible to pay the cost of removing improperly installed air conditioners and for any damage caused.
7. Tenant's account must be paid current before any air conditioner payment will be accepted.
8. Payment must be according to one of the following plans:
 - a. **Tenants WITH Previous Air Conditioner Installation: \$90.00** paid in full prior to installation. Tenants may make monthly payments; however, the entire balance must be paid in full prior to installation. A **\$25.00 Late Installation Fee** will be charged for units installed after the initial installation period.
 - b. **Tenants WITHOUT Previous Air Conditioner Installation:** Prorated amount paid in full prior to installation.
9. Extraordinary circumstances will be considered on an individual basis.