

**MEDFORD HOUSING AUTHORITY**  
**121 RIVERSIDE AVENUE**  
**MEDFORD, MASSACHUSETTS 02155**

TELEPHONE 781-396-7200  
THE DEAF FAX 781-393-9223

TELEPHONE FOR  
TDD 1-800-720-3480

## **Tenant Notice**

### **Air-Conditioner Seasonal Installation, Removal and Fees 2021**

#### **Timeframes and Responsibility for Air Conditioner Installation and Removal:**

- You may install air conditioners in windows on or after **May 15, 2021**. All air conditioners must be removed from windows on or before **September 30, 2021**.
- Residents, not the Medford Housing Authority, are responsible to properly install and remove air conditioners within the seasonal time frame of **May 15<sup>th</sup> through September 30<sup>th</sup>**. You may install or remove your air conditioner(s) at any time between **May 15<sup>th</sup> and September 30<sup>th</sup>**.
- All air conditioners to be installed in an apartment must be in good working condition with no missing parts.
- Installation must not interfere with or prevent two forms of egress from any room in your unit. For example, if there are two windows and a door to a room, only one window may be blocked with an air conditioner, as the second window must remain accessible to you to exit in an emergency.
- The residents' removal of air conditioner(s) at the end of the season is mandated to control the cost of heat and prevent freezing pipe damage within an apartment or to the building. Failure to complete timely removal of air conditioner(s) as stated herein will be determined to be a violation of the resident's lease.
- Improper installation or removal of air conditioners or installation of air conditioners that are in poor condition may result in property damage. Should this occur, the resident will be responsible to pay for the cost of any repairs necessary to repair this damage.

#### **Air Conditioner Seasonal Fees:**

- Residents who wish to install air conditioner(s) in their units are required to make payment to the Medford Housing Authority (MHA) for a portion of the additional electricity that is consumed using the air conditioner(s).
- The MHA will be utilizing a "Seasonal Charge" rather than collecting a "Monthly Charge".



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- These charges apply at the time you install your air conditioner and are flat fees (the same amount) regardless of when during the season you install your air conditioner. The seasonal charge will not be prorated and must be paid prior to installation of the air conditioner(s).
- **Payment is to be made to the Medford Housing Authority, on or before you install your air conditioner(s).**
- **IF YOU HAVE FAILED TO PAY FOR YOUR AIR CONDITIONER(S) IN 2020, YOU WILL NOT BE ALLOWED TO INSTALL ONE IN 2021.**

The 2021 seasonal charges will be as follows:

<b>Number of Air Conditioners</b>	<b>Seasonal Charge</b>
<b>One (1)</b>	<b>\$75.00</b>
<b>Two (2)</b>	<b>\$150.00</b>
<b>Three (3)</b>	<b>\$225.00</b>
<b>Four (4)</b>	<b>\$300.00</b>

Attached you will find the form you must return with your payment.

**Additional Instructions and Contact Information:**

Please contact your appropriate Property Manager if you have any questions regarding the installation of any air conditioner(s).

Thank you in advance for complying with the timeframes and responsibilities associated with your use of air conditioners and for returning your payment for air conditioner use.

Here is to a safe, happy, and comfortable summer season!

Thank you,

Karen DeJoie  
Sr. Housing Manager

**RE: Air-Conditioner Utility Surcharge Fee 2021**

**Payment for air conditioners must be submitted to: ATTN: Karen DeJoie, Sr. Housing Manager Medford Housing Authority, at Managers office located within your development.**

**Payment must be received by Medford Housing Authority on or before you install your air conditioner(s). Payment should be paid with a separate check or money order and not included in your rent payment.**

Please select from following options:

- Enclosed is a check in the amount of \$ \_\_\_\_\_ made payable to the Medford Housing Authority for the installation of \_\_\_\_\_ air conditioners in my apartment.

<b>Number of Air Conditioners</b>	<b>Seasonal Charge</b>
<b>One (1)</b>	<b>\$75.00</b>
<b>Two (2)</b>	<b>\$150.00</b>
<b>Three (3)</b>	<b>\$225.00</b>
<b>Four (4)</b>	<b>\$300.00</b>

**Note: Any resident observed to have installed one or more air conditioners in their apartments will be charged the per unit air conditioner charge of \$75 regardless of how long the air conditioner is in the apartment.**

Please Print:

Name \_\_\_\_\_

Address \_\_\_\_\_ Unit No. \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_