THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE

165 S. FRENCH BROAD AVE.

ASHEVILLE, NC 28801

DRAFT – WINDOW AIR CONDITIONER REGISTRATION FORM

Effective [Insert 2026 Date]

This form must be completed by residents requesting installation of a window air conditioning unit. Window air conditioners are permitted April 1 through October 31 and must be installed and removed by HACA Maintenance.

Residents are not permitted to install window air conditioning units themselves.

SECTION I – RESIDENT INFORMATION

Resident Name: _____

Property Name: _____

Unit Address: _____

Unit Number: _____

Phone Number: _____

Email (optional): _____

SECTION II – AIR CONDITIONER INFORMATION

Number of Units Requested: _____

Location of Unit(s):

☐ Living Room

☐ Bedroom

☐ Other: _____

Air Conditioner Brand: _____

Model Number (if known): _____

Approximate BTU Rating (if known): _____

SECTION III – INSTALLATION REQUEST

Requested Installation Date: _____

Preferred Time of Day:

☐ Morning

☐ Afternoon

Maintenance will contact the resident to confirm scheduling.

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SECTION IV – RESIDENT AGREEMENT

By signing below, I acknowledge and agree that:

- Window air conditioners may only be used between April 1 and October 31.
- HACA Maintenance must install and remove all window air conditioning units.
- Residents may not install or remove units themselves.
- HACA Maintenance will remove all window air conditioners after October 31.
- Residents are responsible for any damage caused by unauthorized installation or misuse of the unit.

Resident Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date Request Received: _____

Maintenance Work Order Created: _____

Installation Date Scheduled: _____

Installation Completed By: _____

Date Installed: _____

Removal Scheduled After October 31:

☐ Yes

☐ No

Date Removed: _____

Additional Notes:

Maintenance Staff Signature: _____

Date: _____

Site Manager Signature: _____

Date: _____

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