

## MODIFICATION REQUEST

I request authorization for modifications to my home to install and use up to two portable air-conditioning units. Location(s) \_\_\_\_\_.

I understand the following guidelines for installation and use of portable air-conditioning units:

1. A portable air-conditioner is defined as a self-contained, stand-alone device that sits within the room or area being cooled. Portable air-conditioner is not synonymous with window air-conditioner.
2. Residents may install a maximum of two portable air-conditioning units per home. Units may not exceed 120 VAC and/or 15 amps, 8k BTUs per hour cooling capacity, and must be ENRGY STAR rated.
3. Due to electrical distribution system limitations, residents of **Stuart Mesa District** and the **Edson community** in Edson District are limited to **one portable air-conditioning unit** of no more than 6k BTUs. Electrical systems in Serra Mesa do not support portable air-conditioner use and are not authorized for this community.
4. No drilling or penetration into the interior or exterior of the home is permitted. Removal of window glass or alteration to the structure increases the chance of window failure and is not allowed.
5. Open areas around air-conditioner vents must be sealed with the kit provided with air-conditioning units.
6. The unit / vent cannot interfere with existing window treatments, and window treatments cannot be removed.
7. Window screens must remain on windows. Resident will assume costs for damaged or missing screens.
8. Resident is solely responsible for all operation and maintenance of their portable air-conditioning units, to include but not limited to venting, drainage and maintenance of filters.
9. During winter months, units must be removed or properly sealed to prevent heat loss and weather damage.
10. Resident is responsible for any damage costs associated with installation, use, maintenance, and/or removal of portable air-conditioning units and associated components.
11. Resident is responsible for returning the home to its original condition upon vacating the home. Portable air-conditioner(s) and associated venting and drainage must be removed.
12. Resident understands that installation and use of portable air-conditioning may result in a significant increase in household electricity usage and costs. Resident assumes all costs for the use of portable air-conditioners.
13. Resident must be current on rent, utility account and any and all other charges.
14. **Safety, Interference and Resident Installation:** (1) Must comply with reasonable safety standards. (2) May not be connected to the electrical system except through a 110-volt duplex receptacle in the immediate vicinity of the window where the portable air-conditioner is vented. (3) Proper installation and use of air-conditioners is a critical safety issue: improperly installed and operated units may cause safety hazards. It is recommended that the resident use a professional installation company to prevent damage and potential safety hazards. Residents are encouraged to obtain specific coverage in the form of Renter's Insurance to protect them from liability arising from damages or injury as a result of the resident's installation and operation of portable air-conditioning units. **Lincoln Military Housing is not responsible for damage or injury associated with the installation or operation of resident's portable air- conditioning units.**

**By signing below, the resident agrees to comply with the Guidelines listed above. Failure to comply may result in requiring removal of the unit(s). The resident agrees to remove the unit(s) promptly if so instructed. Failure to comply shall be a violation of the Lease. In addition, the resident acknowledges that installation of a portable air-conditioner may compromise the integrity of the home, increasing the potential for break-ins through the window where the unit vent is installed.**

Resident Name (Last, First, MI)	Address
Phone (Home and Work)	District / Community
Resident Signature	Date

**TO BE COMPLETED BY DISTRICT OFFICE**

Project Approved?    Yes ( ) No ( )	Resident notified?    Yes ( ) No ( )
LMH Representative Name	LMH Representative Signature