AIR CONDITIONER

Cambridge Real Estate Services acknowledges the desire of some residents to have portable air conditioning units in their apartment. Effective Spring 2018, our policies for such air conditioner installations include but are not limited to the following specifications:

- Residents may use Portable Air Conditioning Units. Through-the-window Air Conditioning Units are prohibited due to safety concerns
- For a variety of reasons, site maintenance personnel should not install resident-owned air conditioning units
- Portable Air Conditioners may be installed after May 1st
- Portable Air Conditioners must be removed no later than October 31st
- The resident is responsible for the storage of the portable air conditioner when not in season
- All installations must be uniform in appearance to the property
- Portable Air Conditioners must be 120-Volt only
- Portable Air Conditioners must use existing house wiring
- Portable Air Conditioners must not overload circuit
- Portable Air Conditioners must be in good working order
- Portable Air Conditioners must be installed such that power cords do not create potential trip hazards or create egress issues

Prior to the Spring of 2018, Cambridge Real Estate Services permitted the use of through-the-window air conditioners. For residents who established residency prior to May 1, 2018, consult with your site manager to determine if a "one summer season waiver" can be made available for the continued use of a through-the-window air conditioner for the 2018 summer season. The installation of cooling devices "through-the-window" included the following two provisions:

- Air Conditioners must be installed with the use of exterior brackets with manufacturer rating sufficient to hold the weight of the Air Conditioner without causing damage to the building
- Must use clear plexiglass and clear caulking to achieve a weather-tight installation

Residents are required to submit to management prior to the installation of the air conditioner unit, the specifics of the equipment which will be used and the resident must confirm that they are aware of the Air Conditioner Installation Policy.

Resident:		Landlord: Agent for Cambridge Real Estate Services	
Resident	Date		
Resident	Date	Landlord's Representative	Date
Resident	Date		
Resident	Date		

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

