



**PERMISSION TO INSTALL A WINDOW AIR CONDITIONER** \_\_\_\_\_, 20\_\_

Dear: \_\_\_\_\_

RE: Unit # \_\_\_\_\_  
Winnipeg, MB

**THE FOLLOWING CONDITIONS MUST BE ADHERED TO:**

- All costs relating to the installation and removal of the tenant supplied window air conditioning unit are your responsibility as the tenant. The Installation must be done by a professional to ensure it is neat and safe and meets the approval of Manitoba Housing.
- Any and all costs and liabilities relating to damages caused to Manitoba Housing property or others by the installation, operation or removal of this window air conditioner will be the responsibility of the tenant.
- The air-conditioner must fit in the window opening without any alterations to the window frame. Some units have a designated a/c window panel, which is the one that must be used in that case. There is only one (1) air conditioner allowed per unit.
- Any remaining opening window space must be covered by minimum 3/8" plywood painted white in colour or 3/8" Plexiglass panel.
- In buildings which have had new windows installed: Manitoba Housing will provide an air conditioner tray/bracket assembly, along with a window covering board to be used. This tray assembly is and will remain the property of Manitoba Housing. Loss or damage will result in the cost being charged back to the tenant.
- Manitoba Housing assumes no responsibility to upgrade or alter the electrical supply to your suite or building, should it be found to be inadequate for your window air conditioner to function.
- The removal, safe storage and replacement of the window(s) removed to accommodate the air conditioning unit will be the sole responsibility of the tenant. Any and all costs incurred by Manitoba Housing to re-install the window(s) during your tenancy or upon you vacating your suite will be billed to the tenant.

- Manitoba housing exercises the right to have the window air conditioner removed and the original window(s) replaced at any time, at no cost to Manitoba Housing should it be deemed necessary.
- Window Air Conditioner Units are seasonal equipment that are utilized during summer season (May through October) and must be removed by the end of the summer season.
- You must contact the Maintenance Line (945-4663) after installation so a Manitoba Housing representative will inspect the installation to ensure that it has been installed according to this standard. Building Superintendents are not responsible for the installation/removal of air conditioners.
- If an air conditioner is not installed according to our installation standards, the tenant will be asked to remove the air conditioner unit or have it installed correctly by a professional. Should there be non-compliance, this may be considered a breach of the tenancy agreement.
- Should a tenant proceed with the installation of an air conditioner, it will be deemed that you have agreed to all the terms of Manitoba Housings installation conditions as described above.

Thank you,

Manitoba Housing

I \_\_\_\_\_ have read and agreed to comply with the conditions above.

Tenant: \_\_\_\_\_  
Signature

Witness: \_\_\_\_\_  
Signature

Dated: \_\_\_\_\_