

HVAC Service Request Form

I/we _____ Owner of Unit # _____ Date _____

of the Executive House Condominium Association, Inc. acknowledge the responsibility and importance of proper maintenance of the heating & cooling units located in my/our unit and understand that failure to provide such maintenance could result in **flooding, wood floor damage, and an unnecessary load** on the central system all of which I/we would be directly responsible for. I/we also fully understand that it is necessary & required to service these units by either my/our own plumber or by the building staff at a cost of \$12.00 per air conditioning unit, which includes the following:

- A. The cleaning of the unit
- B. A replacement filter
- C. Chemicals to avoid scale build up

Any costs relative to the care, repair and/or maintenance of said units remains my/our responsibility and do hereby authorize the cost to be charged on my maintenance account (In the box below please indicate whether or not your air conditioning unit (s) will be serviced in accordance with the above understanding).

YES Please contact me/us to have my air conditioners serviced by the maintenance staff.

Best time(s) _____ and date(s) _____ for service

I wish to have my units serviced and grant permission to enter.

NO I/we do not wish to have my/our air conditioners serviced by the maintenance staff.

Signature(s) _____ Date _____

Home Telephone # _____ Cell Telephone # _____

All appointments for this important air conditioning service will be scheduled by the building staff or front desk concierge. **Scheduling will begin once the A/C is functional.** Management recommends that you grant permission to enter to allow the staff access to your apartment to perform this work or do your best to adhere to your requested service date. Cancelled appointments will be rescheduled once all of the other units in the building are completed. **All renters are hereby notified and obligated to complete this form and advise their landlord of the service & charges which will appear on their maintenance invoice.**

Please return this HVAC service request form to the front desk immediately to help prevent damage to your Unit or others!

This section is to completed by staff at time of service

Service was performed on _____ Staff _____ # of units _____

Signature of Resident _____