



AIR CONDITIONER PROGRAM LEASE ADDENDUM

Harvard University Housing’s (HUH) air conditioning policy has been established with the intent to ensure safe, efficient, and effective use of air conditioning equipment, as well as to conserve nonrenewable energy resources. To mitigate the risk of equipment falling out of apartment windows, professional installation of window-mounted air conditioners is required. **The HUH-defined cooling season is May 1 through October 31 each year.**

Tenants have two options for air conditioning in their apartment:

1. RentAnAC Installation and Removal Program – For tenants who want to use an air conditioner (A/C) that they currently own

- The air conditioner(s) must be Energy Star Rated, cannot exceed 8,000 BTU, and must include the following features that help achieve high efficiency and improved safety:
 - High-efficiency compressors
 - High-efficiency fan motors
 - Improved heat transfer surfaces
 - Energy Saver Mode (in this mode, an air conditioner will operate more efficiently by limiting fan operation when the compressor turns off), and a filter reminder (the air conditioner will provide a visual reminder that the air filter needs to be checked, cleaned, or replaced, as needed, to help keep the unit operating at a high efficiency).
- Air conditioners must meet the following safety requirements:
 - Properly secured to prevent injury and damage
 - Adequate window sealant
 - Correct drainage setup
 - Updated air filter
 - Appropriate wattage for outlet.
- The air conditioner size must be appropriately sized and not exceed the following allowable thresholds defined by space size and electric load capacity:

Room Size/Area to be Cooled (sq. ft.)	Size/Capacity BTU/Hr.	Amps	Watts
Up to 150 sq. ft.	5,000	4.9	475
Up to 250 sq. ft.	6,000	5.2	540
Up to 350 sq. ft.	8,000	6.9	740

- Tenant must sign up to have it installed and removed through the RentAnAC Installation and Removal Program, run by Harvard University Housing’s (HUH) approved vendor. RentAnAC will inspect equipment to ensure the unit is energy efficient, property sized for the living space, drains properly, and meets safety requirements. RentAnAC will provide compliant units with readily visible stickers for the current cooling season. Non-compliant A/Cs may not be used.
- The 2020 cooling season installation and removal fees are **\$99** for the first tenant-owned unit and **\$79** for additional tenant-owned units installed and removed during the same appointment. The number of air conditioners permitted per apartment may be limited, and requests for installation of multiple air conditioners must receive prior approval from your property management office.
- RentAnAC will pre-select “Batch Days” during which they will be in the area to perform installations of tenant-owned air conditioners. Tenants who schedule installations on “Batch Days” will receive a **\$20 discount** on the fees above (for the installation visit, not per unit installed).
- Tenant is responsible for the storage of their A/C during the off season.

2. RentAnAC Air Conditioner Rental Program – For tenants who do not currently own an A/C, but want one, or who require an additional A/C

- Tenant **must** contact RentAnAC to arrange for an air conditioner rental.

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- RentAnAc will provide an appropriately sized air conditioner(s) that are compliant with HUH’s efficiency and safety requirements and will perform the installation and the removal of all approved equipment. (Refer to size chart above.)
- The 2020 cooling season rental, installation, and removal fees are **\$199** for a 5,000 BTU unit, \$249 for a 6,000 BTU unit, and **\$339** for an 8,000 BTU unit. The number of air conditioners permitted per apartment may be limited, and requests for installation of multiple air conditioners must receive prior approval from your property management office.
- **Utility surcharges:** In addition to the installation/removal and/or rental charges listed on page 1, tenant must pay a utility usage surcharge each year to operate any air conditioner (tenant’s own, or a RentAnAC rental unit). This surcharge will be collected by RentAnAc at the time of the installation.
 - **\$40** for each 5,000 BTU A/C
 - **\$50** for each 6,000 BTU A/C
 - **\$70** for each 8,000 BTU unit
- **Installation, removal, and rental charges are defined by the vendor and subject to change. Utility usage surcharges are also subject to change.**
- **Air conditioners may be installed no earlier than May 1 and must be removed by October 31.** Fees and surcharges will not be prorated if installation occurs after May 1 or removal occurs prior to October 31.
- Tenant is responsible for engaging RentAnAC directly for these services, including coordinating all logistics.
- Contact RentAnAC at **http://www.rentanac.com/en/huh/**, 1-617-903-3274, or email **info@rentanac.com**.
 - Mention you are a tenant of Harvard University Housing, and refer to Contract PC100020 to receive HUH’s negotiated pricing for Energy Star Rated Air Conditioning Units.
 - Select the RentAnAC Installation and Removal Program or the RentAnAc Air Conditioner Rental Program.
- The Botanic Group Property Management Office (617-495-5534; **huh_botanicgroup@harvard.edu**) and Mount Auburn Group Property Management Office (617-495-8340; **huh_mtauburngroup@harvard.edu**) will closely monitor compliance with all policies and procedures concerning this program.
- Failure to fully comply with these policies is grounds for lease termination.

Please sign below to acknowledge and accept the policies noted above.

TENANT(S) SIGNATURE(S):

By _____ <i>(Print name)</i>	_____ <i>(Signature of Tenant listed on Lease)</i>	_____ <i>(Date)</i>
By _____ <i>(Print name)</i>	_____ <i>(Signature of Tenant listed on Lease)</i>	_____ <i>(Date)</i>
By _____ <i>(Print name)</i>	_____ <i>(Signature of Tenant listed on Lease)</i>	_____ <i>(Date)</i>
By _____ <i>(Print name)</i>	_____ <i>(Signature of Tenant listed on Lease)</i>	_____ <i>(Date)</i>

LANDLORD:

**President and Fellows of Harvard College
By its Agent Harvard University Housing**

_____ <i>(Signature of Landlord)</i>	_____ <i>(Date)</i>
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