



REQUEST FOR AN AIR CONDITIONER(AC)

Name: _____ Property Name: _____

Mailing Address: _____ Unit #: _____

Number of Bedrooms (only check 1 box): studio 1 2 3 4 5 6+

Language(s): English Spanish Vietnamese Russian other(s): _____

Evaluation:

- Do you already have a working air conditioner? Yes No
- Do you have a health condition that's made worse by heat? Yes No

Desired location: Bedroom Living Room Dining Room Other: _____

Please note that the installation location must have a cleared space within 4 feet of an opening window and a functioning 3 prong plug. Extension cords cannot be used with an AC unit.

Please use this box for anything installers should know (pets, other notes)

Check this box to give Home Forward staff permission to enter your home and install the AC without a notice of entry.

- **Please return this completed form to your Property Manager or your Resident Services Coordinator or take a picture of the completed form and send to acinstalls@homeforward.org**
- **The sooner you turn this form in, the sooner you may receive an AC unit if approved; Please don't wait to turn in this form until its hot.**

When approved:

- Home Forward will send a notification regarding the scheduling. Once you receive a notice to install, please keep any pets in kennels or behind a closed door.
- The provided air conditioner will be owned by Home Forward and will be considered an appliance within your apartment like your oven or refrigerator. The AC must remain in the unit, serial numbers will be recorded and assigned to the unit.

By signing this I give Home Forward permission to document the installation of the cooling unit, including the address and images of the installed air conditioner and share the documentation with Earth Advantage, and the Portland Clean Energy Fund.

Signature: _____

Date: _____ Current Phone Number: _____