

# Hightstown Housing Authority

131 Rogers Avenue

Hightstown, New Jersey 08520

Telephone: (609) 448-2268 FAX: (609) 426-9440

## To All Leaseholders

### Excess Utility Charges for Air Conditioners

- All Air Conditioner units MUST be installed by Housing Authority Staff. Air conditioners can be installed starting May 1<sup>st</sup> and must be removed by October 31<sup>st</sup> of each year.
- Senior Citizen Leaseholders are permitted one (1) air conditioner at no charge for the months of May to October. Additional air conditioner units installed by Senior Citizen Leaseholder are charged at the rate of \$30.00 per air conditioner unit per month prorated from date of install to date of removal.
- Non-Senior Citizen Leaseholders with an air conditioner unit in their apartment are charged \$30.00 per air conditioner unit per month starting the day they are installed until the day they are removed from the window.
- An excess Utility Charge is due for an air conditioner unit installed in an apartment window regardless of the amount of usage or working condition of unit. Air conditioner units installed in the window during any portion of the month require the payment of the full amount of the excess charge for the month.
- Air conditioner(s) installed in an Authority apartment unit must be no more than 110 volts. No electrical extension cords are permitted to be used with any air conditioner installation.
- If an air conditioner unit is removed, it is the responsibility of the Leaseholder to notify the Authority Office, in writing of the removal. The Maintenance Department must perform the removal before the Monthly Charge can be deleted from the Rent Account for the next month