



Air Conditioner Request Form

Eligible LIHEAP households can now apply for air conditioning units. **Eligible households must be approved for the current LIHEAP program year before applying.** This document outlines requirements, terms and conditions for receiving and operating the air conditioning unit. Please read it carefully. This document should be retained for the client's records if they choose to receive an air conditioning unit.

Air Conditioning Unit Specifications and Operating Requirements

- The unit is a free-standing portable unit, weighing approximately 55-70lbs with dimensions approximately 18 inches by 15 inches wide and up to 36 inches tall. It does not sit in a window.
- The unit must be plugged into a wall socket and set up on a level surface near a window.
- The main part of the unit comes fully assembled but includes a hose and window connectors that must be attached or assembled before the unit can be operated.
- Upon delivery and during periods of non-use, the unit should be stored upright. Portable AC units must sit upright for at least 24 hours prior to use.
- The unit requires light periodic maintenance including cleaning air filters and draining any moisture accumulation. The unit will include a use manual with additional information and instructions.
- The unit is for the recipient's households use only.

Additional Important Terms

- We are using a third-party to distribute the unit to you and we will have them deliver it to the shipping address you designate below, or to an address previously agreed to with your property management.
- Upon delivery, the recipient takes over all responsibility for the unit, including but not limited to movement, assembly, installation, and proper use.
- We make no warranties for and accept no responsibility in connection with the use of the unit. In addition, we are not responsible or liable for any defect, damage, accidents, or injuries resulting from handling or operating the unit, whether as directed by the user manual or otherwise.
- Please refer all comments, concerns, replacements, or other requests about the unit to the unit manufacturer, including any defects, damages, or malfunction issues. We cannot assist with any of these matters.
- **We are providing the unit to you as a one-time benefit. A household can only receive one unit one time. We will not provide additional or replacement units.**

Next Steps

- You will receive an email letting you know once your application has been approved, and it will include next steps on how you will be receiving your unit.

By signing this form you are indicating that you wish to receive an AC unit.

If you are 1) not in need, 2) unwilling or unable to receive an AC unit, or 3) if you have already received an AC unit through this program, please check here: ☐

☐ **I have applied for the LIHEAP Energy Assistance Program since October 1, 2024**

Client's Printed Name: _____ EAP Staff Signature: _____

Client's Signature: _____ Case Manager Signature: _____

Date: _____

Email Address: _____

Please indicate who this email address belongs to: ☐ Self ☐ Case Manager ☐ Other

Client Phone: _____

Shipping Address: _____

Residential Address: _____