

Apartment Management Co., LLC
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Apartments of Distinction in the Minneapolis Lake Areas & Edina

Air Conditioner installation instructions

Dear Residents,

We would like to remind you of some of our policies for window air conditioners now that the summer weather is warming up. Violation of policies is violation of rental agreement. Here are a few things we find necessary:

1. Air conditioners must be pointed OUT and tipped DOWN. If this is *not* done, dripping water from the air conditioner will accumulate indoors, and any and all related damages would be your responsibility to pay for. This policy is for your benefit as well as ours, so please make sure the water is draining outside and away from the building.
2. Please make sure that your air conditioner is NOT resting on the aluminum storm frame in the window OR on any plastic portion of the frame of the window. You must place a piece of wood or other sturdy support underneath the air conditioner. This will eliminate the A/C resting on any portion of the storm or main window frame, protecting against bending, cracking of plaster, and other damage to the window or storm window. (*Damage to the wood sill or plastic window frame could cost you up to \$300.00.*)
3. Make sure that both the outer storm window and inner windows are brought all the way down to rest on the top of the air conditioner. This helps keep air and rain from leaking, and also provides extra support for the air conditioner. (*If you have a new vinyl window, there is no separate storm window.*)
4. Finally, please note that all window air conditioners must be removed from the window prior to October 1st. As is stated in the lease, this is a requirement.

If you need other advise or assistance, or wish to know about proper sizing for air conditioner purchasing, please contact our office. Thank you so much for your cooperation.

Sincerely,
Apartment Management Co., LLC