



Winkleigh Co-operative Housing Corporation

56 – 960 Limeridge Road E, Hamilton, ON L8W 2C4

Phone 905-385-7819 Fax 905-385-4144

winkleighcoop@gmail.com www.winkleighcooperativehousing.weebly.com

May 24, 2018

Re: Central Air Conditioning

Dear Member(s):

Please find attached an agreement letter to have central air conditioning installed at your unit. The agreement outlines what is covered in the rental charges and what the expectations are in terms of your commitment to the extra charge.

The condensing unit will sit on a cement pad in the backyard of your unit. Installation is being scheduled for the first half of June.

In order to schedule the installation of the air conditioning unit, the agreement must be signed by **all** members of your unit listed on your Occupancy Agreement and returned by Friday June 1st, 2018.

A copy of the signed agreement will be returned to your records along with the notice of installation date.

If you have any questions, please contact the office.

Sincerely,

Kelly Jackson
Property Manager
The Community Housing Management Network
C.c. member file



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Central Air Conditioning for Unit Agreement Letter

Dear Member(s):

Your unit has agreed to have a rental air conditioning unit installed.

Included in the installation is:

- New thermostat, if required
- Condensation pump if needed to pump drain to household drain
- Cement slab for outside condenser to sit on.

The rental fee for the unit is \$43.99 +HST*

*As with all rental services a minimal increase in rates may occur from time to time.

The rental fee includes

- All parts and labour for the duration of the rental
- 24/7/365 phone support for any issues
- Annual inspections of air conditioning unit
- Furnace protected against fan malfunctions as the furnace is used to circulate the central air
- Replacement of unit, if it breaks down (intentional damage/misuse not included)

The \$50.00 rental fee will be added to your housing charges each month, just as the rental fees for the hot water tank and cable are. The central air rental will be a permanent change and will remain in effect for as long as you are living in the unit.

By signing and returning this agreement, you are agreeing to the terms listed above and are accepting the additional rental costs added to your monthly housing charges. This agreement must be signed by all members listed on the Occupancy Agreement to be valid.

Unit Number /Address

Date

Member Name – Print

Member Signature

Member Name – Print

Member Signature

Member Name – Print

Member Signature

Received by the Co-op _____

Co-op Representative

Date