



This form is to be used to seek approval and schedule the installation of air conditioners within RIT housing. Please be sure you have reviewed the guidelines before submitting this application. Submit the completed request to either Housing Operations office. Please print unless otherwise noted.

**Student/Apartment Information**

Name	University ID # <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>00</b> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Complex	Apt #
Email*	Phone Number

\*RIT Housing Operations will communicate with you via your RIT email address. You are responsible for maintaining the email address and checking it consistently.

**Air Conditioner Information**

Owner	Number of units to be installed
Installation location(s)	
Brand/Model	Year Manufactured

**Guidelines for Air Conditioners in Apartments**

RIT Housing Operations wants to provide a safe environment for all of the students residing in RIT housing. Therefore, installation of air conditioners must be completed by RIT Housing Operations staff only. If approved, you agree to pay a non-refundable charge of \$125.00 per season, per air conditioning unit for installation and utility expense. This charge will be divided equally among the residents who have signed the Air Conditioner request form. Charges will be placed on each student's account once the air conditioner is installed and inspected by RIT Housing Operations staff.

The typical season for use of air conditioners is late April to mid October. The non-refundable charge of \$125.00 per season, per air conditioning unit will be applied for any air conditioners approved for installation between April to mid October regardless of the actual number of months the student(s) use the unit. All air conditioners will be scheduled for removal during the month of October.

Any resident that installs an air conditioner without approval from RIT Housing Operations will face disciplinary action which, in addition to the \$125.00 charge, may result in the removal of the air conditioner and/or termination of the resident(s)' RIT housing contract.

**All residents assigned to the apartment must sign below and agree to abide by the guidelines stated above.**

1 **Name** \_\_\_\_\_ University ID#     **00** -      
 Signature \_\_\_\_\_ Date \_\_\_\_\_

2 **Name** \_\_\_\_\_ University ID#     **00** -      
 Signature \_\_\_\_\_ Date \_\_\_\_\_

3 **Name** \_\_\_\_\_ University ID#     **00** -      
 Signature \_\_\_\_\_ Date \_\_\_\_\_

4 **Name** \_\_\_\_\_ University ID#     **00** -      
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office  
 Use  
 Only**

Air conditioner has been approved for installation. \_\_\_\_\_ Scheduled installation Date

Air conditioner has not been approved for installation (list reason and action).  
 \_\_\_\_\_

Maintenance  
 Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Senior Scheduling  
 Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_