



Brookline Housing Authority

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Brookline, MA 02446
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This is an important notice.
Please have it translated.
這是個重要通告，請予翻譯。
Это важное уведомление.
Просим перевести его.
Esta es una notificación importante.
Por favor, mande a traducirla.
Sa a se yon avi enpòtan. Tanpri fè tradui l.
これは重要な通知です。
これを翻訳してもらってください。
זוהי הודעה חשובה. אנא תדאגו לתרגומה.
Đây là một thông báo quan trọng.
Vui lòng cho dịch ra.
Este é um aviso importante.
Por favor traduza o mesmo.

Brookline Housing Authority Air Conditioner Installation Policy

Purpose & Scope

Window-mounted Air Conditioners (A/Cs) are critical appliances for Brookline Housing Authority (BHA) residents, particularly as summers become hotter and longer. Improperly installed A/Cs, however, represent a safety risk and increase utility costs and greenhouse gas emissions from BHA properties. This policy ensures that window-mounted Air Conditioner (A/C) installation and removal are done safely, and that A/Cs are installed securely and safely with proper insulation. This policy provides residents with proper notice and options for installing and securing their A/Cs.

This policy applies to residents of BHA's family developments (22 High Street, Egmont, Trustman, and High Street Veterans). All other properties have heat pump mini-splits in each unit or built-in A/Cs, and residents may not install A/Cs in windows. As BHA seeks to further climate goals shared by the housing authority, Town of Brookline, and Commonwealth of Massachusetts, it will when possible install air-source heat pumps, removing the need for window A/C units.

Installation & Removal

BHA encourages residents to remove A/Cs from windows by November 1st of each year and install them after April 15th. All A/Cs must be properly secured and insulated as noted below. BHA will send notice to residents ahead of these dates with a summary of the A/C policy and may change these dates based on weather conditions.

Tenant Responsibilities for Installation and Removal

- **Permission:** Tenants must sign a document agreeing to terms of the A/C policy before installing A/Cs. BHA will keep this on file in our tenant management system, and the tenant does not need to re-sign each year. Please contact your property manager for this form or return form if property management has provided it to you.
- **Installation:**
 - If feasible, install after announced installation date;
 - Only install A/Cs unit compliant with below specifications;
 - Properly seal around A/C in manner compliant with below specifications; and
 - Do not block egress by placing an A/C in the only window of a room.

- **Removal**

- If feasible, remove A/C unit by removal date;
- Report any damage to window or window seal to maintenance or property manager; and
- Store A/C unit in a safe manner without blocking apartment exits.

Installation Requirements

Residents may not install window-mounted A/Cs in rooms with only one window below the 4th story as it blocks an emergency exit.

BHA recommends installing newer style window A/Cs. These all come with adjustable weather stripping and are designed to fit in double-hung style windows. A/Cs must be 120v models. Please **only** plug into wall outlets and not plug into power strips.

Use bracket and weather stripping supplied by A/C Manufacturer. Residents must securely mount and properly insulate A/Cs. Tenants may buy more weather stripping at hardware stores.

Do not use clothing, cardboard or other materials unsuitable for outside conditions to seal around A/C. Proper weather stripping improves comfort in your unit and reduces energy usage.

Enforcement and Charges

BHA will provide ample notice on A/C installation and removal, and help where necessary. If BHA becomes aware of an improperly mounted A/C, whether through inspection or visually from outside, it will:

- Send written notice reminding household of A/C policy and giving them 14 days to properly install A/Cs
- Follow up with second written notice:
- If not addressed, maintenance will properly install A/C for back charge of **\$30 plus material costs.**

BHA may treat the following as lease violations

- Failure to report damages from installation or removal;
- Failure to install A/C properly after multiple notices
- Failure to remove A/C unit if blocking a means of egress after multiple notices

Assistance

BHA understands that some residents may have difficulty safely and properly installing or removing their window A/C units. Maintenance can help tenants who are elderly, disabled, or otherwise unable to safely remove units.

Residents may request a work order by calling or emailing the maintenance department to get on the list for help securely installing or safely removing A/Cs. BHA will prioritize assistance for elderly or disabled residents. For household where all adults are elderly (62+) or disabled, BHA will waive the \$30 back charge and only charge material costs. For all others, the \$30 charge plus material costs will apply.

Reasonable Accommodation

Residents may request accommodation for this policy. Please see the BHA [Reasonable Accommodation Policy](#) for more information.

Approved by Brookline Authority Board of Commissioners April 14, 2026