



*Fitchburg Housing Authority*

100 Main Street  
Leominster, Massachusetts 01453-5599  
(978) 537-5300 Fax: (978) 534-5335



C.J. Durkin – 50 Day Street  
Telephone 978-537-5300

Green Acres Village – 13 Normandy Road  
Telephone: 978-345-5032

Leased Housing Office – 100 Main Street Leominster  
Telephone: 978-537-5300

Facsimile: 978-534-5335

**Request to Install or Reinstall Window Air Conditioner(s)**

Canton Valley Terrace, Daniels Heights, Durkin Apartments, Green Acres & Wallace Towers

**RESIDENTS ARE RESPONSIBLE FOR THE SAFE INSTALLATION OF THEIR WINDOW AIR CONDITIONERS – RESIDENTS SHOULD ALWAYS THINK ABOUT THEIR OWN SAFETY BEFORE TRYING TO INSTALL AN AIR CONDITIONER ON THEIR OWN**

Resident's name: \_\_\_\_\_

Resident's address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size of air conditioner  
and BTU amount:

Age of air conditioner: \_\_\_\_\_

Contractor to install air conditioner: \_\_\_\_\_

If Contractor, Please list your phone number: \_\_\_\_\_

Air conditioner locations:                      Living Room                      Bedroom One                      Bedroom Two

(circle each room where you will install an air conditioner)

Signature of Resident: \_\_\_\_\_

Date:

Requested Approved by: \_\_\_\_\_

Date:

Installation Inspected by: \_\_\_\_\_

Date:



