

# REUSABLE AIR FILTER AGREEMENT



Date: \_\_\_\_\_

Address: \_\_\_\_\_

Due to the recent supply issues we have been experiencing in regard to the stock of air filters, we have implemented a new “greener” air filter replacement process. We will supply each residence with one (1) reusable air filter which has a life expectancy of one (1) year. You, the resident, will be responsible for the cleaning of your air filter. Your air filter should be cleaned at least once every thirty (30) days for optimal performance. Please note that using your air conditioner/heater with a dirty filter or without a filter may cause significant damage to your HVAC system. If any damages are incurred to your HVAC system that is directly related to negligence on your behalf, you will be charged to repair and/or replace your HVAC system. Costs associated with these damages vary, and will be determined in the event of repair/replacement.

## **Cleaning Instructions:**

- Remove filter from return vent (usually located in the ceiling of the hallway).
- Hose entire filter with water (garden hose works best), you can also use dish detergent or other kitchen cleaning products.
- Shake off excess water and drip dry for 10-15 minutes.
- Reinstall filter in return vent.

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

Date: \_\_\_\_\_

Resident Name: \_\_\_\_\_