Application for the Installation of an Air Conditioning Unit/s

Some residents may wish to install an air-conditioning unit on their property. Any change to the common property, including the placement of an air-conditioning unit on a balcony or within a courtyard, requires permission from the Owners Corporation **before** the installation can commence. This form is to guide residents through the application process.

If the application is from a tenant, it must be accompanied by written permission from the Lot owner.

Applications can be forwarded via email or posted to the [Strata Manager](http://www.mondrianwaterloo.com.au/about/strata-manager/).

Installation Requirements:

Residents will appreciate that the installation of an external air-conditioning unit changes the external appearance of their apartment and by default the overall aesthetic of the Mondrian apartments. To maintain the Mondrian aesthetic, Owners will be required to cover any external air-conditioning condensers and pipework so that it remains in keeping with the general appearance of the building (refer to [By-Law 5.2 c](http://www.mondrianwaterloo.com.au/rules-by-laws/by-laws/#5)).

The specific requirements for any air-conditioning installation are contained in [By-Law 26](http://www.mondrianwaterloo.com.au/rules-by-laws/by-laws/#26). Owners should read and familiarise themselves with this by-law as well as the [rules](http://www.mondrianwaterloo.com.au/rules-by-laws/rules/#5) around installation before submitting their application.

Any consent given to proceed with the installation does not imply that the Owners Corporation has given its approval to the final installation. Approval is dependent upon satisfactory inspection of the completed installation.

Any non-compliant air-conditioning unit will be required to be removed.

Noise requirements:

Air-Conditioning units generate noise and the Owners Corporation will approve only units whose noise emissions are 45dba or lower.

Key steps in the application process:

Your Details

|  |  |  |
| --- | --- | --- |
| Applicants’ Name: |             |  |
| Lot No: |     | Apt No: |     |
| Authorised person: |             | [ ]  Owner [ ]  Agent |
| Contact No: |       |  |
| Contact email: |       |

Complete the following and return with your application.

(attach all relevant installation documentation)

|  |
| --- |
| Have you had a preliminary discussion with the [building manager](http://www.mondrianwaterloo.com.au/about/building-manager/) concerning the suitability of the proposed location for your Air Conditioning unit/s? **[ ]**  Yes **[ ]**  NoIf *yes*, what was the outcome of that discussion?       |
| How many Air-Conditioning units do you plan to install?      |
| Where exactly will each external condenser unit be installed?     *Please provide diagram showing placement of all external pipes and the condenser unit* |
| List the Brand and Model Air-Conditioner(s) you intend to installAir-Conditioner 1:     Air-Conditioner 2:     Air-Conditioner 3:      |
| Which company will be installing the Air-Conditioner(s)?     *If you are concerned about the qualifications of your installer, contact the Air-Conditioning & Mechanical Contractors Assoc. (AMCA).* |
| How will the external condenser unit(s) be covered?     *Please provide a detailed diagram of the cover that will screen the external condenser (including materials).* *Ensure that appropriate clearances are left to maintain the safe operation of the unit.* |
| Which company will manufacturer/install the cover?      |
| Please describe how the installation will affect common property(eg: windows, door frames, running of pipes, wiring, etc).       |

Payment of Bond

A bond of $1000 is payable at the time of application to the Strata Manager:

**Account Name:** Strata Plus ITF SP 69259

**Account Number:** 2681-95591

**BSB:** 182-222

**Description:** <your Lot number> – Air Conditioner

Please forward the receipt for the bond deposit to the Strata Manager. The bond is refundable when the installation is satisfactorily completed and the Building Manager has carried out an inspection.

Checklist

**[ ]**  I have attached a brochure and specifications of all air-conditioning unit/s to be installed.

**[ ]**  I have attached a photograph of the intended location of the condenser unit/s.

**[ ]**  I have attached specifications and drawings/photographs of the external condenser unit covers.

**[ ]**  I have included the names of suppliers and installers that will be involved in the installation of the air-conditioning units and their covers.

**[ ]**  I have attached the licence and insurance details for any contractor that will be working on-site.

**[ ]**  I have paid the bond to the Strata Manager.

Declaration

I/we       , the undersigned, understand that:

1. Approval in writing from the Owners Corporation must be obtained and bond(s) paid for this application prior to commencing installation.
2. All external condensers and pipework must be enclosed in a manner that ensures that they are in keeping with the appearance of the building.
3. Should the installation not meet the requirements of By-Laws 5 & 26 of SP 69259, it will be required to be removed.
4. Operation of the finished installation will not result in noise transmission greater than 45dba.
5. The Owners Corporation’s approval to proceed with the work does not signify approval or acceptance of the finished installation as is governed by the provisions of the Mondrian By-Laws.

I/we have read and agree to abide by the By-Laws & Rules relating to the installation of Air Conditioning Units.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed(Lot Owner / agent) |  | Dated |       |
| Print Name: |             | **[ ]**  Owner **[ ]**  Agent |

Note: If this form is not completed correctly, it will be returned to you and your request will not be processed.