

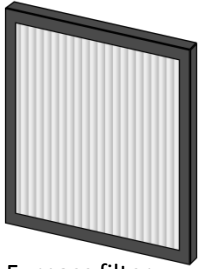


## YOU ARE RESPONSIBLE FOR CHANGING YOUR FURNACE FILTER



Every 30-90 days during heating season depending upon the stated term of your furnace filter.

If you have and use central air conditioning, you must also change your furnace filter every 30-90 days during cooling season as well.



Furnace filter



1. At your move in appointment, the Housing Authority will show you your furnace and will demonstrate how to change your furnace filter.

If you are not shown this demonstration for any reason, **it is your responsibility to change your filter** according to this guide or to contact the Housing Authority to request a new demonstration.

2. You need to pay attention to the size requirements of the filter to ensure that it fits. Your furnace will have the size of its filter written on its paneling.
3. Filters are available at any hardware store and some large retail stores, ranging in cost from \$3.00 for lower quality filters to \$20.00 for filters that are designed to reduce allergens. The Housing Authority does not identify the specific type or brand of filter that you must use.
4. Filters have a term stated on their packaging, generally stating that they are “good” for 30 to 90 days, requiring replacement at the end of the term. Make a note in your calendar when you install a new filter, identifying the end of term date where you need to replace the filter.
5. Filters need to be replaced according to their term when the furnace is in use. This generally entails the months of October through April when your heat is on. It also includes the summer months when your central air conditioning is on at units that have this feature.
6. Failure to change your furnace filter according to this guide may result in higher utility bills, decreased indoor air quality, damage to your furnace, and potential resident charges.