



Request to Install a Ceiling Fan

Residents wishing to install ceiling fans in our units can review and sign the following form to request written permission in keeping with your lease agreement.

For the safety of our residents all electrical alterations must be completed by a licensed electrician. In addition, the electrician must apply for a permit with the Electrical Safety Authority (ESA). After the work has been completed a copy of the permit and the electrical contractors invoice must be submitted to complete the file.

When you move-out; you will have to remove the ceiling fan and re-install the original GSHC fixture that you took down when you installed the fan. After you move-out, an inspection will be completed and if necessary, an electrician will be called to re-install the original fixture. The costs for this additional work will be charged to your account.

I have read the above and understand that:

- I must use an electrician to install the fan
- I need to safeguard the GSHC light fixture and arrange to re-install it when I move out
- The electrician must apply for an electrical permit with (ESA)
- I must submit a copy of the permit and the electrician's invoice or a copy of his/her credentials
- I understand that I am responsible for the cost of this work and to return the alterations to its original condition when I move out.

Name: _____
(Please Print)

Address: _____
(Please Print)

Leaseholder Signature: _____ Date: _____

Leaseholder Signature: _____ Date: _____

Leaseholder Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____
