



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
Red Wing, MN 55066
TDD/TTY 7-1-1

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

COLD WEATHER WINDOW POLICY

PROJECT NAME	TENANT «FIRST_NAME» «LAST_NAME»	UNIT NUMBER «PROJECT_NAME» «UNIT_LABEL»
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During the cold weather months, the TENANT is permitted to have windows open in their apartment with the following provisions.

1. Someone should be in the apartment while windows are open. If all people vacate the unit, you should close the windows. The tenant will be held accountable for their unit whether they are in or out of the unit.
2. Please be mindful of the temperature in your unit when your window is open in cold weather. The water pipes are close to the window area and can freeze faster than one might think.
3. When the temperature falls below freezing, windows will be monitored to ensure the safety of all tenants.
4. If a window is left open for more than 4 hours when the temperature is below freezing, HRA staff may visit the unit to ensure everything is ok in the unit. If we go into the unit, we may close the windows if no one is in the unit.
5. HRA is concerned about the pipes freezing and bursting. If this should happen due to a tenant's windows left open, the tenant may be responsible for any and all damage and charges. Sometimes this damage can go beyond your specific unit, but will be charged accordingly
6. If you feel something is wrong in your unit with your temperature, notify the HRA and have us check out your vents, bathroom fan and heating.

The HRA wants all tenants to live comfortably in their unit. The HRA does not want to have to go into units, but will to ensure all tenants have the same comfortable independent living at the towers.

Resident Signature Date

Owner/Agent Signature Date

Resident Signature Date

REASONABLE ACCOMMODATION: If you are a person with a disability you may request a reasonable accommodation. Please call the HRA office at 651-388-7571 or submit your request in writing to the HRA Office.