

HVAC MAINTENANCE AGREEMENT

This HVAC Maintenance Agreement (“Agreement”) is entered into between **Affordable HVAC, LLC** (“Service Provider”) and _____ (“Customer”) for the maintenance of the heating and cooling system located at _____.

1. Scope of Service

Service Provider agrees to perform **four (4) preventive maintenance visits per year**, typically:

- One **cooling system inspection** (spring & summer)
- One **heating system inspection** (fall & winter)

Each visit includes a standard system check to help ensure safe, efficient operation.

2. Maintenance Services Include

During each maintenance visit, the technician will perform applicable inspections and adjustments, including but not limited to:

Cooling System Check

- Inspect condenser and evaporator coils
- Check refrigerant levels (no refrigerant included)
- Inspect electrical components and connections
- Test thermostat operation
- Inspect condensate drain and pan
- Check airflow and system performance

Heating System Check

- Inspect heat exchanger (where applicable)
- Check burners and ignition system
- Inspect flue and venting
- Test safety controls
- Inspect electrical components

- Test thermostat operation

General

- Visual inspection for wear, corrosion, or potential issues
- Report findings and recommendations to Customer

3. Exclusions

This Agreement **does not include**:

- Repairs, replacement parts, or refrigerant
- Emergency service calls
- Duct cleaning or duct repairs
- Electrical or plumbing repairs beyond the HVAC system

Any repairs or additional services will be quoted separately and require Customer approval.

4. Priority & Discounts

Customers with an active maintenance agreement will receive:

- Priority scheduling
- 10% discount on diagnostic and service fees

5. Term of Agreement

This Agreement is valid for **12 months** from the start date:

Start Date: _____

End Date: _____

6. Payment Terms

- Total Annual Fee: **\$399**
- Payment is due upon signing.
- Fees are non-refundable once a maintenance visit has been completed.

7. Customer Responsibilities

Customer agrees to:

- Provide clear access to equipment
- Maintain a safe work environment

- Replace air filters as recommended unless otherwise stated

8. Limitation of Liability

Service Provider is not responsible for:

- Pre-existing conditions
- Equipment failure due to age, misuse, or lack of prior maintenance
- Damage caused by manufacturer defects or acts beyond reasonable control

9. Cancellation

Either party may cancel this Agreement with **30 days prior written notice**. Fees are non-refundable once a maintenance visit has been completed.

10. Acceptance

By signing below, both parties agree to the terms outlined in this Agreement.

Customer Signature: _____ **Date:** _____

Service Provider Signature: _____ **Date:** _____