HVAC MAINTENANCE AGREEMENT

Agreement No.: [AGR-1001] Start date: [Date] End date: [Date]

1. Parties

Contractor	Customer
[Business name]	[Customer name]
[Address]	[Billing address]
[Phone] · [Email]	[Phone] · [Email]
License no.: [Number]	Service address (if different): [Address]

2. Term and renewal

This agreement runs for 12 months from the start date. [Choose one:] It renews automatically for another 12 months unless either party gives [30] days' written notice before the end date / It ends on the end date unless both parties sign a renewal.

3. Covered equipment

Equipment type	Make	Model	Serial no.	Install year	Location
[e.g. Air conditioner]					
[e.g. Gas furnace]					
[e.g. Heat pump]					

4. Services included

[Number, e.g. 2] scheduled maintenance visits per term:

Visit	Timing	Work performed
Cooling tune-up	[Spring]	Inspect and clean condenser coil; check refrigerant pressures; test capacitors and contactor; check condensate drain; check thermostat operation; inspect electrical connections; replace standard filter.
Heating tune-up	[Fall]	Inspect burners and heat exchanger; test ignition and safety controls; check gas pressure (if applicable); inspect flue and venting; test carbon monoxide levels; replace standard filter.

Each visit includes a written report of the equipment condition and any recommended repairs. Repairs are quoted separately and only carried out with the customer's approval.

5. Member benefits

Benefit	Details
Priority scheduling	Members are booked ahead of non-members for service calls.
Repair discount	[e.g. 15]% off parts and labor for repairs on covered equipment.
Diagnostic / trip fee	[Waived / reduced to $X] for service calls on covered equipment.
After-hours rate	[No overtime charge / reduced overtime rate] for members.
Other	[e.g. Transferable to new homeowner]

6. Fees and payment

Item	Amount
Annual fee (paid in full)	$[Amount]

Item	Amount
OR monthly fee	$[Amount] per month for 12 months
Additional equipment (each)	$[Amount]
Payment method	[Card on file / bank transfer / check]

Prices exclude applicable taxes unless stated. Fees are due [at signing / on the 1st of each month].

7. What is not covered

Unless stated above, this agreement does not cover: parts and repairs; refrigerant beyond routine top-up checks; ductwork cleaning or repair; equipment replacement; damage from misuse, power surges, flooding or other external causes; equipment not listed in Section 3; work required by code changes; and access requiring removal of finished walls or ceilings.

8. Customer responsibilities

The customer will provide safe access to the equipment at scheduled times, keep the area around outdoor units clear, change filters between visits if agreed, and report problems promptly. Missed appointments without [24] hours' notice may count as a completed visit.

9. Cancellation and refunds

Either party may cancel with [30] days' written notice. If the customer cancels, the contractor will refund the unused portion of any prepaid fee, less the standard price of visits already completed and any discounts already received. [Adjust to your policy and local law.]

10. Liability and warranty

The contractor will perform services in a professional manner using qualified technicians. Manufacturer warranties remain the responsibility of the manufacturer. The contractor's liability is limited to the amount paid under this agreement, except where the law does not allow such a limit. [Have this section reviewed by a local attorney.]

11. Signatures

Contractor	Customer
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

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