



## **How to Change your HVAC AIR FILTER(S):**

1. Locate the HVAC air filter grate, usually in the ceiling or wall of a hallway or central location.
2. There are two tabs/latches on one side of the grate, push these tabs to unlock the grate.
  - The grate will then open and hinge downward.
3. Once the grate is opened, you can remove the existing air filter and replace it with a new HVAC air filter.
  - Ensure the arrows on the filter are facing towards the ductwork inside the opening.
4. Once the new filter is installed, push the grate upward and relatch the tabs.

Here is a video to help with this process: [Click Here](#)

*Warning: Per the terms of your lease, if a preferred vendor is called out to fix a problem and it is simply because of a clogged HVAC air filter, you will be charged for the service call.*