

# DIY HVAC Filter Change Instructions

Dear Tenant,

To ensure optimal performance of the HVAC system in your unit, please follow the instructions below to change the air filter:

## Materials Needed:

- New HVAC air filter (ensure it matches the size and type specified)
- A flathead screwdriver (if needed)
- Gloves (optional)

## Instructions:

1. Turn off the HVAC system at the thermostat to ensure safety.
2. Locate the filter compartment. This is typically found near the air handler or inside the return air vent.
3. Remove the access panel using the screwdriver if necessary.
4. Take out the old air filter and dispose of it properly.
5. Insert the new air filter, making sure the airflow direction matches the arrows on the filter frame.
6. Replace the access panel and secure it if applicable.
7. Turn the HVAC system back on at the thermostat.

## Maintenance Tip:

We recommend changing the air filter every 3 months for optimal efficiency.

Thank you for your attention to this important maintenance task!

Best Regards,  
Your Landlord/Property Management