YOUR HVAC COMPANY

100 Example Road, Anytown, ST 00000 | (555) 010-0100 | service@example.com | License #: 000000

HVAC Service Agreement

Residential maintenance plan | 12-month term

1. CUSTOMER AND SERVICE ADDRESS

Customer name	Sample Homeowner
Service address	200 Sample Lane, Anytown, ST 00000
Billing address (if different)	Same
Phone / email	(555) 010-0199 / homeowner@example.com

2. EQUIPMENT COVERED

Only the equipment listed below is covered. Equipment added later can be added in writing for an added fee.

#	Type	Make	Model	Serial	Approx. age	Location
1	Gas furnace	Example brand	EX-80-100	SN 0000001	9 yrs	Basement
2	Central AC condenser	Example brand	EX-AC-30	SN 0000002	9 yrs	Side yard

3. PLAN, PRICE AND TERM

Plan	Visits per year	Price
[ ] Basic	1	$189 / year
[X] Comfort	2 (spring and fall)	$279 / year
[ ] Premier	2, plus added systems at a discount	$349 / year

Billing: [ ] Paid in full [X] Monthly $23.25 x 12 payments

Payment method: Card on file Start date: 03/01/2027 End date: 02/29/2028

Failed payments: if a monthly payment fails, we will contact you. If it is not paid within 15 days, plan benefits pause until the account is current.

This agreement runs for 12 months from the start date. It does not renew on its own (see section 8).

4. WHAT EACH VISIT INCLUDES

Spring cooling visit	Fall heating visit
Clean condenser coil and check evaporator coil (full evaporator cleaning quoted separately)	Check gas or oil connections and gas pressure
Check refrigerant level (refrigerant added is billed separately)	Check burner operation and combustion
Check blower and airflow	Inspect heat exchanger
Clear and check condensate drain (AC or heat pump)	Lubricate moving parts where needed
Tighten electrical connections, measure voltage and amps on motors	Tighten electrical connections, check controls and safeties
Check thermostat and a full start, run and shut-off cycle	Check thermostat and a full start, run and shut-off cycle
Replace standard filter if included in plan	Inspect flue and venting, check for carbon monoxide
	Check flame sensor and ignitor; replace standard filter if included in plan

After each visit you get a written visit report with the readings we took (for example temperature split, amp draw, gas pressure, filter condition) and anything we recommend. Recommended repairs are never done without your approval.

5. MEMBER BENEFITS

Benefit	Details
Priority scheduling	Members get the first open appointment ahead of non-members. This is not a promise of same-day service.
Repair discount	15% off repair labor, parts and refrigerant at our standard rates
Diagnostic fee	[X] Waived [ ] Charged
Filters	Size: 16x25x1 Qty per visit: 1
After-hours fee	[ ] Waived [ ] Discounted [X] Standard

6. WHAT THIS AGREEMENT DOES NOT COVER

- Repair parts, replacement parts and refrigerant (members get the discount above).
- Repairs and labor beyond the scheduled visits, except as listed in section 5.
- Ductwork, duct cleaning, code upgrades, permits and electrical work outside the equipment.
- Damage from power surges, flooding, fire, freezing, pests, neglect or work by others.
- Equipment not listed in section 2.
- Replacement of equipment that can no longer be repaired at a reasonable cost.

7. CUSTOMER RESPONSIBILITIES

- Give clear, safe access to all listed equipment on visit days.
- Keep pets secured during visits.
- Change or clean filters between visits if they are not included in your plan.
- Tell us about any change to the equipment or the home that affects the system.

8. SCHEDULING, RENEWAL AND CANCELLATION

Rescheduling: please give at least 24 hours notice. Visits not used by the end date do not roll over.

Renewal: we will contact you before the end date with the renewal price. The renewal price may change, and we will tell you the new price before you renew. This agreement renews only if you agree to renew.

Cancellation: you may cancel by calling or writing to us. Refund for unused time: price paid minus the standard price of any visits already done (standard non-member price: $149 per visit). If you pay monthly and cancel, you owe the standard price of visits already done, minus payments made.

Home sale: if you sell the home, this plan [X] can [ ] cannot be transferred to the new owner for the rest of the term.

Text messages: [X] I agree to get appointment reminders and offers by text at the phone number above. Message and data rates may apply. Reply STOP to opt out.

Notice of right to cancel: if your state or federal law requires a cancellation notice for this sale, attach it here. Ask your attorney.

9. AGREEMENT

By signing, both parties agree to the terms above. Each party keeps a signed copy.

Customer signature	Date	Company representative	Date
Sample Homeowner	02/20/2027	Example Technician	02/20/2027

This template is a starting point and is not legal advice. Laws on cancellation rights, automatic renewal and required notices vary by state. Have your attorney review it before use. FILLED-IN EXAMPLE: all names, numbers and prices are made up.