

## Homeowner and Tenant Charging Checklist

This document summarizes the 4 main steps you can follow to install an electric vehicle charger in your building. Each step includes a checklist that you can work through. Feel free to print out this checklist to help you track your process.

### Step 1: Do your research

**Determine your electric vehicle charging needs, including...**

- Type of charger
- Type of access (private or shared)

**Investigate your building's situation, including...**

- Existing electric vehicle chargers
- The distance between your parking stall and an electrical room or an outlet
- If you might need to switch stalls with another owner (to get closer to an outlet/electrical room)
- If your building has visitor parking that could be used for charging

**Reach out to others to identify...**

- If your strata already has an electric vehicle policy
- If other people in your building want electric vehicle charging
- If your strata or property manager has experience with charging
- Any potential electric vehicle "champions" on your strata council
- What you can learn from other electric vehicle owners' experiences

**If installing a charger looks feasible then...**

### Step 2: Make a formal request to your strata council

**Submit a request in writing (and in person), that details:**

- The charging options
- Suggested charger location (your stall, other homeowner's stall, or visitor parking)
- Suggestion for how to manage and pay for electricity use
- Information on potential charging equipment and installation costs
- The benefits to the strata corporation

**Continue to engage your strata and provide further details, by...**

- Connecting your strata with this website
- Addressing your strata council's concerns and questions
- Connecting your strata with contractors that are knowledgeable about charging

**If your strata is interested then ...**

### Step 3: Get approval and make an agreement

**Get approval**

- Get approval from strata
- If required, get approval from homeowners at the Annual General Meeting or Special General Meeting

**Put the following into writing, including who will...**

- Own the charger (for Level 2 only)
- Manage charger installation
- Pay for charger installation costs or electrical work
- Manage and pay for charger maintenance
- Pay for electricity costs and how

**And finally you are ready to ...**

### Step 4: Install the charger

- Work with your strata or strata manager to hire a certified electrical contractor