

Homeowner and Tenant Electric Vehicle 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. See our website for an explanation of each step.

Step 1: Do your research

Determine your electric vehicle charging needs, including...

- Type of charger (Level 1 or Level 2)
- Type of access (private or shared)
- Incentives available (for the charger or installation)
- If you are willing to pay for charger installation (all or none of the cost)

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