**SAMPLE LETTER FOR OWNERS CORPORATION**

Owners Corporation Plan No PS#  
#Address Line 1#  
#Address Line 1# Email Address #

Dear Sir/Madam

**Proposed Lease or Licence to Install My Solar  
#Your Apartment Address#**

I have discovered a significant amount of benefit in installation a Solar.

I now would like to install Solar to my apartment and understand that the Solar installation will have to occur on the common #roof# and #location of wall#.

I request that the Owners Corporation call a general meeting or ballot so that the following resolution can be proposed to the members:

*Resolve by special resolution to grant the owner of Lot/Unit # lease or licence to the common property in able for her/him to install a Solar as shown in the* ***attached*** *plan of subdivision and Solar brochure.*

Attached is a marked plan of subdivision where I propose to install the Solar and a copy of the Solar brochure for details of the product.

Please inform me any other requirements of the Owners Corporation for the general meeting to be called or ballot issued.

I look forward to hearing from you within the next seven days of the date of this letter.

Sincerely  
  
  
#Name#  
Owner Lot/Unit #  
Email Address #  
Mobile Number #