

Dear WHS applicant,

Thank you for applying to the SEAI Warmer Homes scheme (the “**Scheme**”). As you reside in a multi-unit development, we need you to confirm that you have all permissions required for us to carry out works on your property from your management company or associated body.

In general, there is an assumption that where these types of buildings (such as apartments) are encountered, the structure and common areas of the building are not owned by the applicant to the Scheme (being the homeowner) but that these are usually in the care of a management company which may be controlled by and/or appointed by the individual owner(s) of each unit in the multi-unit development. This means there may be limits as to what works are permitted to be done to the structure or common areas of the property. Any such restrictions may impact the implementation of the measures suggested for your property under the Scheme. The management company may have their own process for the approval of such requests and/or their own requirements of you in such circumstances which you should confirm independently.

As we are not aware of what (if any) obligations are placed on you by your management company (or otherwise) in connection with your ownership of a unit in the multi-unit development, we require the written consent of the management company prior to works being commenced under the Scheme.

The responsibility is on you, as the homeowner and applicant to the Scheme, to confirm to us that all consents and approvals required of you have been obtained prior to work commencing under the Scheme. We remind you that SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any claim or cause of action arising out of, or in relation to, any equipment, product, work, system or installation in respect of which grant funding was given by SEAI under the Scheme. This limitation on liability extends to any consents provided by you and SEAI accepts no liability or responsibility for verifying that written confirmations provided to us by the homeowner are accurate in any or all respect.

For your convenience we have included a draft letter (the “**Consent Letter**”) which should be reviewed and signed by your management company. The Consent Letter outlines some possible obstacles to being able to complete the retrofit insulation measures envisaged under the Scheme at a multi-unit development. However, the Consent Letter is a template letter and may not include all measures applicable to your individual circumstances.

We would suggest you forward the enclosed Consent Letter to your management company to obtain their authorisation to the proposed works under the Scheme. The management company can email the signed letter to us directly at the below email address. Once you have received the completed form from your management company, can you please return the original signed form for the attention [warmerhomes@seai.ie](mailto:warmehomes@seai.ie). If we do not receive confirmation of permissions for the planned works within 30 days from the date of this letter, SEAI will close the application.

Trusting all to be in order,

The Warmer Homes Team

Date: **XX/XX/XX**

Address 1

Address 2

Eircode (being the “**Property**”)

Dear Management Company,

As the legal owner of the Property, I have made an application to the SEAI Warmer Homes Scheme (the “**Scheme**”) to retrofit insulation measures at the Property. Please see [SEAI Free Energy Upgrades](#) for more information on the Scheme.

As my property is in a Multi-Unit Development building, SEAI has requested that I confirm that I have permission from the management company or otherwise, to carry out measures which may impact the exterior, structure and possibly common spaces of the building.

The following are some of the measures that are available under the Scheme for apartments:

- Internal wall insulation.
- Background/permanent ventilation to enable wall insulation measures.
- Heating measures such as gas/oil/electric installations where eligible.
- Renewable systems such as heat pumps where suitable and eligible.
- Attic insulation and associated storage and safety flooring.
- Mechanical ventilation systems where necessary.

As these measures will involve potential interventions with the walls, structure and/or common areas of the property, permission may need to be obtained from the management company for this to be carried out. The following interventions will require permission for the proposed works to be carried out where applicable at this property:

- Drilling and refilling of walls by SEAI surveyor,
- Coring of walls for new vents/flues,
- Provision of attic insulation, storage and safety flooring,
- Installation of roof tiles vents,
- Installation of internal wall insulation,
- Installation of mechanical ventilation systems,
- Installation of boilers, storage heaters or heat pumps externally.

Please sign below to indicate that agents appointed by the SEAI have full permission to carry out all of these works and any associated inspection, reworks or otherwise in connection with the Scheme on the property listed above which is managed by you.

Name of Management Company: _____

Signed on behalf of Management Company by: _____

[PRINT NAME]: _____ Contact number: _____

You may provide additional comments if necessary to accompany this consent form.