



EV Readiness Toolkit for Multifamily Properties

An EV charging station resource for residential property owners and managers

Survey Questions

Consider creating an online survey and posting a QR code with a link to the survey or emailing it to your residents.

Do you own a plug-in hybrid electric vehicle (PHEV) or battery-electric vehicle (EV)?

- No
- Yes What model? _____

If you answered no, would you consider buying or leasing a PHEV or EV? If so, when?

- This year
- Next year
- Within two years
- Longer than two years
- Not considering a PHEV or EV

If you drive to work or school, what's your typical commute distance (one-way)?

- Less than 10 miles
- 10-25 miles
- 26-50 miles
- More than 50 miles

Does your work or school have a charging station that you could use?

- No
- Yes
- Not sure

Would you consider a charging station at this property an amenity?

- No
- Yes
- Not sure

If we installed charging stations for residents to use, would you be willing to pay for the electricity to charge your car? (Charging a car costs about \$7 to "fill the tank.")

- Yes, a flat monthly fee added to my rent or HOA fees
- Yes, through a credit card or phone app
- No
- Other: _____

What type of charging would work for your schedule?

- Overnight charging that starts at 9:00 pm and finishes by early morning
- Evening charging that starts around 6:00 pm and finishes by midnight
- Morning charging that starts around 5:00 am and finishes mid-morning
- Charging at a central location and takes about 30 minutes

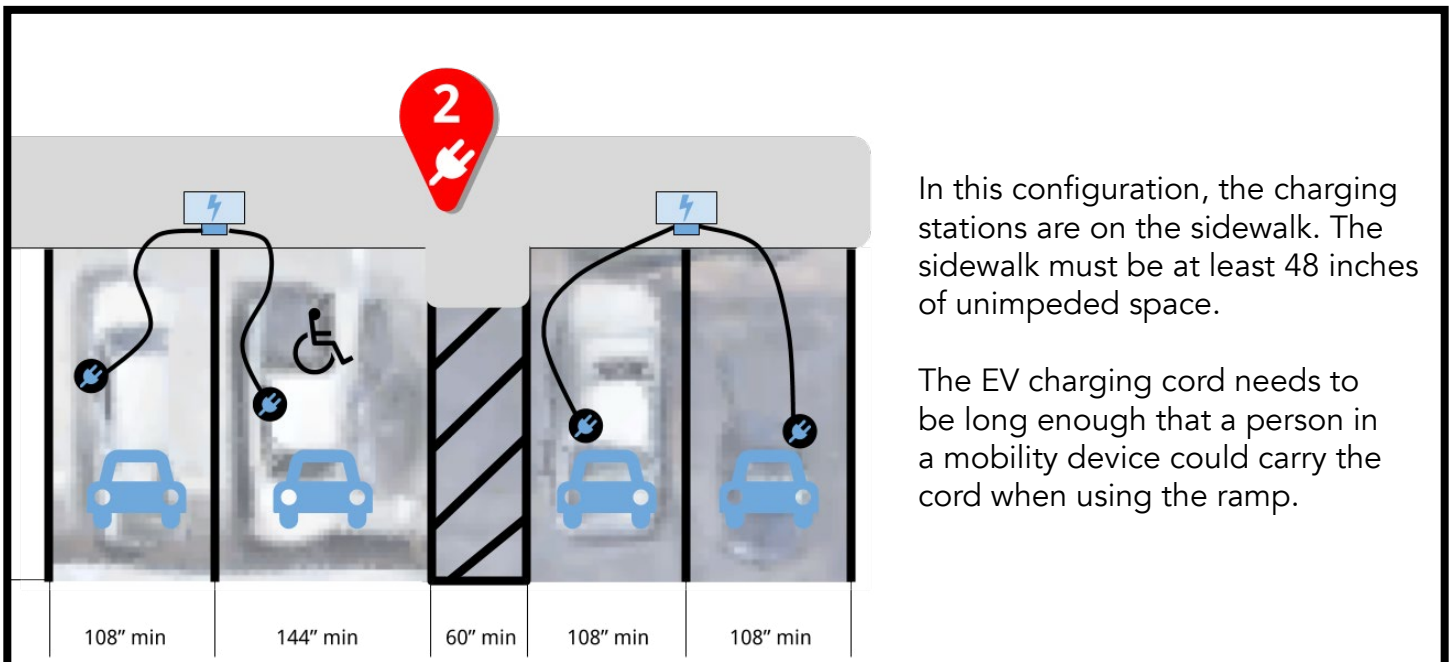
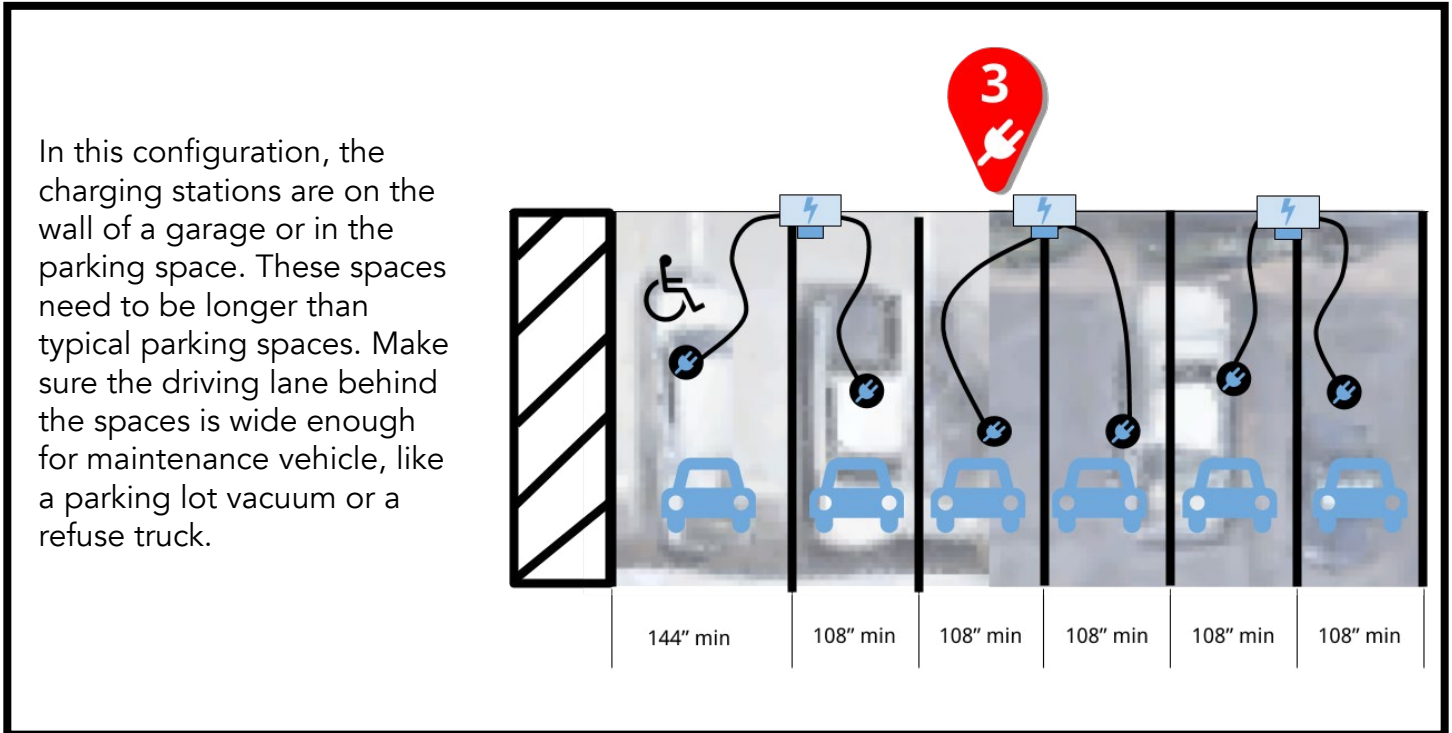
Policies

Written policies ensure that everyone has the same understanding about responsibilities and communication. These can be as simple as a one-page agreement that all EV drivers sign or included in a rental or HOA agreement. You might not need all these policies. Choose which you'll address.

- Communicate how can drivers report a charging station that is damaged or not working, and who is responsible for resolving the problem.
- Identify who is responsible for inspecting charging stations to ensure they are in working order and the frequency of inspection.
- Decide if you will require drivers to register to be able to use the workplace charging stations. If so, how drivers will register and with whom. Will you issue permits or placards to authorized vehicles?
- Determine the times of day that charging stations are available to residents, which might be:
 - Always
 - Only during off-peak hours (mid-day and after 9:00pm)
 - Not during peak hours of 4:00pm to 9:00pm
- If charging stations are available to guests, employees, or the public, are those drivers limited to certain amount of time, like two hours? How will you handle EVs that overstay the limits?
- Set clear rules for sharing charging stations, like requiring that EVs be actively charging at a charging station and if people are permitted to unplug each other's cars
- Create a grievance process: how do charging station users file a complaint? Who is the arbitrator of disputes? What are the consequences for drivers who abuse the policies?
- If charging is free, is it part of an amenities package? If not, what is the fee to use the charging stations and how do people pay the fee?

What you need to know about ADA

In parking lots with shared parking (spaces are not assigned to a person or a unit), one charging port must be adjacent to a van-accessible ADA parking spot. The images below show two options that are ADA compliant. Your project designer will make sure your charging stations meet the requirements, which include an accessible route from the charging station to the building.



Charging Station Planning Checklist

Your project designer will help you identify a location that is close to the electrical supply and meets all state and local design requirements. This checklist prepares you to help the designer with charging station placement..

- If you are a property manager, do you have permission from the property owner?
- Do rental agreements, covenants, and restrictions influence charging station location? For example, do CC&Rs allow installation on an exterior wall?
- Do you have assigned, deeded, or shared parking?
- Do you want the charging stations available to the public, employees, or only residents?
- How will a resident walk from an EV parking space to their residence?
- Does your electric panel have space to add a breaker? (If all the spaces are filled, an electrician can add a second panel.)
- Are the parking spaces somewhat close to the panel or an outdoor electrical supply?
- To run the electric wires from the panel to the charging station, will the electrician need to trench through concrete or walls?
- For shared parking, will at least one charging port be adjacent to an ADA parking space?
- If a two-foot-square pedestal is installed, is the route from the parking spot to the door of the building at least 48-inches wide?
- Can maintenance vehicles navigate around the charging stations and EVs?
- When a car is charging, will the cord extend over a walkway and create a tripping hazard?
- Are the parking spaces in the line of sight of a building, the street, or a parking lot attendant?
- Are the parking spaces level and well-drained, or will drivers stand in a puddle after a storm?
- Would the screen of the charging station be in the direct path of the afternoon sun?



[Click here to Electrify Your Ride](#)

Rebates for charging stations and electric vehicles

Concierge help with siting and installing charging stations

