



## Joint Ownership Authorisation Letter

### What is it?

The joint ownership authorisation letter is a letter we require from you, as the applicant for the Domestic RHI, when there is more than one owner of the renewable heating technology. It will be requested on a sample basis as part of our Audit and Compliance checks. The information contained in this letter will be used to verify the declaration made by you at the application stage. Further details are provided below, together with information you must complete overleaf

### Why do we need it?

We require a declaration of who the owners are and to confirm that the person applying for the Domestic RHI has the authority from all other owners to be the participant.

### Who fills it in?

All owners of the renewable heating system must complete and sign the letter confirming that they own the installation and that they authorise another owner to be the participant.

### When do I fill it in?

The letter will only need completing if you are selected as part of our sample checks and contacted by our Audit and Compliance team.

### Where do I send it?

Once contacted by the Audit and Compliance team, please send a completed copy of the Joint Ownership Letter of Authorisation template (on the next page),  
By email: [Deskaudit.DomesticRHI@ofgem.gov.uk](mailto:Deskaudit.DomesticRHI@ofgem.gov.uk) By post: Domestic RHI Team,  
9 Millbank, London SW1P 3GE



**If you need help**

Telephone: **0300 003 0744** Email: [domesticrhi@ofgem.gov.uk](mailto:domesticrhi@ofgem.gov.uk)

Our applicant support centre is open Monday to Friday 9am – 5pm

Date: .....

Dear Fraud Prevention Domestic RHI team,

**Domestic RHI application number:** .....

**Property Address:**

We are writing this letter to confirm that we are the joint owners of the accredited domestic plant to which the above Domestic RHI application number relates.

- Full name of Owner 1: .....
  - Full name of Owner 2: .....
  - Full name of Owner 3: .....
  - Full name of Owner 4: .....
- (delete or add as appropriate)*

We/I the owners of the above accredited domestic plant confirm that the nominated person named below has authority to act on behalf of all owners.

**Authorised representative details** (This is the nominated person)

Full Name: .....

Signature: .....

Email address: .....

Contact telephone number: .....

Signature: ..... (Owner 1)

Date: .....

Signature: ..... (Owner 2)

Date: .....

Signature: ..... (Owner 3)

Date: .....

Signature: ..... (Owner 4)

Date: .....

*(delete or add as appropriate)*