

Letter to the president of the owners' association asking for a vote on tourist use

Model letter asking for authorisation of tourist use of your home to be included on the agenda of the next owners' meeting, with the details to fill in and what to do afterwards.

Reviewed on 6 October 2026 · Applies to: all of Spain (national law)

Since **3 April 2025**, to rent your flat to tourists you need the comunidad de propietarios (owners' association) to approve it expressly by **three fifths**. The first step is getting the matter to the meeting: any owner can ask for an item to be included on the agenda. This letter asks for it in writing.

Fill in the blanks **[IN BRACKETS]** and delete whatever you do not need. The detailed proposal (rules, contact, commitments) goes in a separate document: we explain it in [How to ask your owners' association for the vote](#).

1. Your details

Fill them in before writing the letter.

Owner's full name

DNI or NIE (Spanish ID or foreigner's identity number)

Home (floor and door)

Owners' association (name or address of the building)

President of the owners' association

Property administrator (name and email)

Contact phone and email

Expected date of the next meeting (if you know it)

2. The letter

[PLACE] , [DATE]

For the attention of [NAME OF THE PRESIDENT] , president of the Owners' Association [NAME OR ADDRESS OF THE BUILDING] .

Copied to [NAME OF THE ADMINISTRATOR] , administrator of the association.

Subject: request to include an item on the agenda of the next owners' meeting.

I, [FULL NAME] , ID number [NUMBER] , owner of home [FLOOR AND DOOR] in this association, request that the following item be included on the agenda of the next owners' meeting:

«Request for express authorisation to use home [FLOOR AND DOOR] for tourist purposes, in accordance with article 17.12 of the Horizontal Property Act.»

Before the meeting I will send the association a written proposal setting out what I intend to do: renting the whole home to a maximum of [NUMBER] people, a 24-hour contact phone number for neighbours, the house rules each guest will sign and how the activity will be monitored.

[OPTIONAL: I also accept the special fee or the increase in common expenses of up to 20 % that the law allows to be agreed for tourist homes.]

If the item is approved, I request that the minutes record the number of votes in favour and the ownership shares they represent, the home and its owner, and that the certificate of the agreement then be issued to me.

I remain at the association's disposal for any questions on [PHONE] or at [EMAIL] .

Kind regards,

[SIGNATURE]

[FULL NAME]

3. What the minutes should say

Ask the administrator for this before the meeting: with this wording the certificate of the agreement can be issued.

«The meeting agrees, by [X] votes in favour representing [Y] ownership shares, to authorise the tourist use of home [FLOOR AND DOOR] , owned by [NAME] , in accordance with article 17.12 of the Horizontal Property Act.»

4. How to use it

- ☐ Send it in writing: an email to the administrator copied to the president will do.
Keep a copy of what you send and the date. If you hand it over in person, take two copies and ask them to sign yours with the date of receipt.
- ☐ Do it in good time, before the notice of the meeting is sent out.
Notice of the ordinary meeting is sent at least six days in advance.
- ☐ If the ordinary meeting is a long way off, ask for an extraordinary one.
The president must call one if a quarter of the owners or of the shares request it.
- ☐ Send your one- or two-page proposal before the meeting.
It should answer the usual fears: noise, parties and wear and tear on the communal areas.
- ☐ After the meeting, ask the president or the administrator for the certificate of the agreement.
It is the paper that proves the authorisation. In Andalusia, the Junta asks for it to register the home in the Tourism Register.
- ☐ Allow a month before treating the result as final.
Absent owners who do not object in writing within 30 days of receiving the minutes count as votes in favour.
- ☐ If the answer is no, do not start renting: you can propose it again at another meeting.
There is no limit on how many times. Without the agreement, the association can demand that the activity stop.

Guidance template: this is not a legal document. Adapt it to your case and, if in doubt, consult your owners' association's administrator or a lawyer.

mipisoturistico.app/en/downloads/template-request-to-owners-association · Reviewed on 6 October 2026

Sources

- Law 49/1960 on Horizontal Property, articles 7.3, 16 (calling meetings) and 17.12 (consolidated text, BOE) (in Spanish) — <https://www.boe.es/buscar/act.php?id=BOE-A-1960-10906>