

Before submitting your benchmarking report, please review the following in ENERGY STAR Portfolio Manager:

**Covered Buildings List**

- Did you check the [Covered Buildings List for Benchmarking Compliance in 2024](#) to find your property?
- Did you check the second column of the list to see if water reporting is required?

**Energy Usage**

- Is your Energy Use Intensity (EUI) data greater than 5 kBtu/sq ft and less than 1,000 kBtu/sq ft? Check your Basic Meter Information under the 'Energy' tab to ensure the right units are used.

**Property Use Details**

- Check the basic information and property uses in the 'Details' tab for each building of a property. Ensure that the gross floor area of the building is not zero.
- Do the floor areas of all property uses add up to the total gross floor area?

**Default Values**

- Make sure no default values were used.

**BBL and BIN**

- Did you enter your BBL and BIN in the required format in the 'Standard IDs' box under property details?
- If not, click on the 'Details' tab and select 'Edit' under 'Unique Identifiers'

**Standard IDs**

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

**Standard ID(s):**  
NYC Borough, Block and Lot (BBL):  [✕ Remove ID](#)

ID:  [+ Add Another](#)

**Campus Property**

- Do you need to benchmark your property as a campus? (If there is more than one building on your tax lot, you probably do. Download [How to Benchmark a Campus](#) here.

**Did you:**

- ✓ Create a parent property with the number of buildings?
- ✓ Create a child property for each building?
- ✓ Enter the BBL and BIN of each property separated by a semicolon under the Parent Property?
- ✓ Load data for meters that are shared by two or more buildings into the parent property?
- ✓ Load data for meters that are used by a single building into the appropriate child property?

**Metered Areas**

- If your property (tax lot) has only one building, did you indicate that you reported energy use for the whole building?

**Total of 1 meter(s).** Tell us what this represents:

- These meter(s) account for the total energy consumption for [Single Multi-family](#) (a single building).
- These meter(s) do not account for the total energy consumption for [Single Multi-family](#) (a single building).

**NOTE: Perform the whole building check for the water metered area if reporting water**

**Energy Data**

- Have you shared your property with Con Edison and/or National Grid?
- Have they uploaded all your energy data?
- If your property uses fuel oil or any other energy NOT provided by Con Edison or National Grid, have you collected and entered your usage data?

**Sources of Your Property's Energy**

What kind of **energy** do you want to track? Please select all that apply.

- Electric
- Natural Gas
- Propane
- Fuel Oil (No. 2)  
How Many Meters?
- Diesel

- If your property uses fuel oil did you mark the meter 'Enter as Delivery'?

**About Your Meters for Single Multi-family**

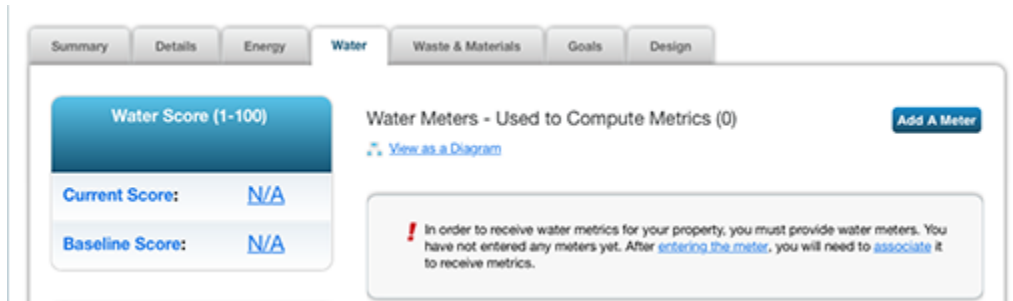
Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

**1 Energy Meter for Single Multi-family** (click table to edit)

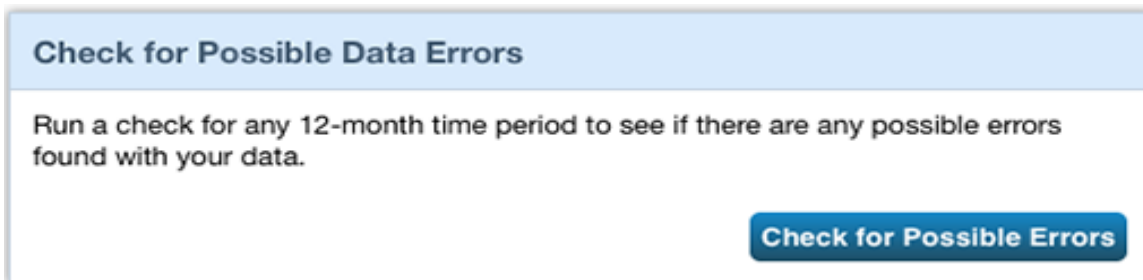
<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	Fuel Oil (No. 2)	Fuel Oil (No. 2)		Gallons	1/1/2016	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

**Water Data**

- If you are required to benchmark water, have you shared your property with DEP?
- Have you received your data upload from DEP?



**Errors**



**Submission to the City**

- Did you retrieve the web-link to current reporting template from the Department's Benchmarking webpage and submit your report to NYC?
- Did you receive the submission confirmation email from Energy Star after sending your report?
- Did you receive an error message(s) from [sustainability@buildings.nyc.gov](mailto:sustainability@buildings.nyc.gov) following your submission? If yes, make sure to correct the errors as per email(s) sent to you and resubmit the report to the City via the reporting template.