

Where to ID your Property?

The screenshot displays the 'Edit' page for a property. On the left, there are sections for 'Construction Status' (Existing), 'Federal Property' (No), and 'Unique Identifiers (IDs)'. The 'Unique Identifiers' section shows a Portfolio Manager ID (3625157), 2 Standard IDs, and 1 Custom ID. A yellow arrow points from the 'Edit' button in this section to the 'Property Notes' section on the right. The 'Property Notes' section contains a text input field with the placeholder text '<ENTER YOUR 10-DIGIT BOROUGH, BLOCK, LOT NUMBER IN THIS BOX>' and the value '1-12345-1234'. A second yellow arrow points from the 'Property Notes' section to the 'Save Notes' button. In the center, there is a 'Gross Floor Area Comparison' bar chart showing 'Use Total GFA' and 'Property GFA' both at 68,666. Above the chart is a table of property uses:

Name	Primary Function	Gross Floor Area	Action
▶ Office Use	Office	66666 ft ²	I want to...
▶ Retail Store Use	Retail Store	1000 ft ²	I want to...
▶ Retail Store Use	Retail Store	1000 ft ²	I want to...

- To input property 7-digit BIN, Under “Unique Identifiers (IDs), click “Edit”

- Enter property 10-digit BBL in “Property Notes”, *i.e.* 1-12345-1234
- Click “Save Notes”

- Enter your property's 7-digit BIN into the **"Custom ID 1"** field, *i.e.* 1234567
- If you have multiple buildings on a BBL being benchmarked together, enter all 7-digit BINs into Custom ID 1, separated by semi-colons, *i.e.* 1234567;2345678

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Edit New Sample Office's Property Identifiers (IDs)

There are several different types of IDs that you can assign to your property. These IDs to help you cross-refer using in addition to Portfolio Manager.

Portfolio Manager Property ID

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

Portfolio Manager Property ID: 3625157

Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Custom ID 1:
Name: ID:

Custom ID 2:
Name: ID:

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):

ID:

[Add Another](#)

Do NOT use this field yet, the City will not receive it!

In 2014, both BBL and BIN numbers should be entered into NYC-customized "Standard ID" fields.