

City of New York of City of New York has requested a report of your properties' energy use data. Please respond to this request using EPA's ENERGY STAR Portfolio Manager tool (Learn more about [Portfolio Manager](#)). A report template named "NYC LL84 Benchmarking 2013 Compliance Report" has been created for this purpose and is available at the following link.

<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/b51da05f-afd2-4e52-a8da-f2a5c599496b>

Specific Instructions from City of New York

This custom reporting template must be used for compliance with New York City's benchmarking law, Local Law 84.

STEP 1: Enter all Energy and Water Data for Your Property(ies)

- Enter all data from January 1 - December 31, 2013 for each property covered by the law to ensure compliance. This includes the annual energy data and, if your building is eligible, the annual water consumption data.

STEP 2: Identify Your Property(ies) NEW INSTRUCTIONS, READ CAREFULLY!

- Failure to accurately identify all of your buildings with their BBLs and BINs may result in the issuance of violations for non-compliance. For each building being benchmarked, you must complete A and B below:

A) NEW! Enter the building's Borough, Block and Lot (BBL) in the "**NYC Borough, Block and Lot (BBL)**" field in the "Unique Identifiers" section, under "Standard IDs", written in the following 10-digit format, *1-12345-1234*:

- Borough is the first digit. Borough numbers are as follows:
 - Manhattan = **1**; Bronx = **2**; Brooklyn = **3**; Queens = **4**; Staten Island = **5**
- Block number are the next five digits. If the block is less than five digits, enter zeros before the actual block number so there are five digits in total.
 - i.e. Block number 845 would be entered as 00845.
- Lot numbers are the last four digits. If the lot is less than four digits, enter zeros before the actual lot number so there are four digits in total.
 - i.e. Lot number 27 would be entered as 0027.
- An example BBL entry for a building in Brooklyn, with a block number of 845, and a lot number of 27, would be entered in the "**NYC Borough, Block and Lot (BBL)**" field as: *3-00845-0027*
- **NEW!** Not required to enter the word "multiple" if you are separately benchmarking multiple buildings on a lot. Please do not enter any other information in the "**NYC Borough, Block and Lot (BBL)**" field besides the buildings' BBL in the correct format.

B) NEW! Enter the Building Identification Number (BIN) in the "**NYC Building Identification Number (BIN)**" field in the "Unique Identifiers" section, under "Standard IDs" written in the following 7-digit format, *1234567*:

- If you are benchmarking multiple buildings on one tax lot together, you must include each building's BIN number in the **"NYC Building Identification Number (BIN)"** field separated by a semi-colon, but without a space. For example: *1234567;2345678*
- Please do not enter any other information in the **"NYC Building Identification Number (BIN)"** field besides the buildings' BIN in the correct format.

Both of these mandatory building identifiers can be found at the top of your buildings' Property Profile Overview screen on the DOB's Building Information System (BIS) at www.nyc.gov/buildings .

STEP 3: Release Data to Comply with the Benchmarking Law

Once you have saved all edits, you must submit this report to the City by clicking "Release Data" on or prior to May 1st, 2014, or the following quarterly deadlines August 1, November 1, or February 1st 2015. **There is no longer a requirement to wait 24-hours after last edits before submitting your report to the City.**

Once you have released your data, you will receive a confirmation email and an accompanying report. The report has many data collection fields, many of which apply only to specific property types. Therefore, many fields may include "N/A," indicating that it is not applicable.

For more detailed instructions on how to comply with New York City's benchmarking law please visit www.nyc.gov/LL84 .

New to Portfolio Manager?

The above link will take you to a page where you can create an account. Once your account is set up, we recommend that you refer to a Quick Reference Guide or watch a 26-minute EPA training session to learn how to enter your property's energy use information into the tool. Once you have your property information entered, then you can open the "NYC LL84 Benchmarking 2013 Compliance Report" report template and use it to report your information.

How to Access "NYC LL84 Benchmarking 2013 Compliance Report" report template at any time:

Option 1: Click on the link above to go directly to the template

Option 2:

1. Go to <https://www.energystar.gov/portfoliomanager>
2. Log in to your account
3. Click on the Reporting tab
4. At the bottom of the page there is a table called "Templates & Reports."
5. "NYC LL84 Benchmarking 2013 Compliance Report" should be listed in table.
6. Select "Respond to Data Request" from the action menu.