



NYC Greener, Greater Buildings Laws Notice

Mailing Address:
OWNER/AGENT
123 ANY STREET
NEW YORK, NY, 10001

Owner Name: OWNER / AGENT
Property Address: 123 ANY STREET
Borough, Block, Lot: Manhattan (1) - XXXX6 - XXXX

REQUIREMENT TO BENCHMARK AND AUDIT ENERGY USAGE

Please read below for details on how to comply with Local Law 84 and 87

Dear *OWNER / AGENT*,

The building(s) on your lot must be assessed for energy and water consumption, also known as benchmarking, by May 1st, 2013, and every May 1st thereafter.

Benchmarking (Local Law 84):

- Benchmarking is a summary of the electricity, gas, fuel and water your building uses.
- You must use the free online tool Portfolio Manager, www.energystar.gov/benchmark
- The benchmarking report must be electronically submitted to the City of New York through a link at www.nyc.gov/LL84 by May 1st, 2013.
- For a detailed explanation of the benchmarking law visit www.nyc.gov/LL84.

The building(s) must also undergo an energy audit and retro-commissioning before the end of 2016, and every ten years after.

Audits and Retro-commissioning (Local Law 87):

- An energy audit is a survey of the heating, air conditioning and other energy consuming systems, to find improvements that will cut costs and save energy.
- Retro-commissioning is a process to correct deficiencies in existing systems and improve operations.
- An energy audit and retro-commissioning is required to be submitted to the Department of Buildings once every ten years.
- For a detailed explanation of the audits and retro-commissioning law visit www.nyc.gov/LL87.

Thank you in advance for your cooperation with the City on these important energy saving initiatives. If you have any questions about the Greener, Greater Buildings Laws, please visit www.nyc.gov/GGBP or email sustainability@buildings.nyc.gov.