

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, 2012 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) MANDATORY!**

- 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) Enter the building's borough, block and lot number (BBL) in the "Notes" field, 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. For example: Block number 845 would be entered as 00845.
- Lot number 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. For example: 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 Property Notes field as: 3-00845-0027
- If you are separately benchmarking multiple buildings on a lot, use the same BBL for each building with the word "multiple" following the BBL. For example: 3-00845-0027multiple
- Please do not enter any other information in the "Property Notes" field besides the buildings' BBL in the correct format.

B) **NEW:** Enter the Building Identification Number (BIN) in the "Custom ID 1" field in the "Unique Identifiers" section, 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 "Custom ID 1" field separated by a semi-colon, but without a space. For example: 1234567;2345678
- Please do not enter any other information in the "Custom ID 1" 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](http://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 the May 31st, 2013, or the following quarterly deadlines August 1, November 1, or February 1st 2014. **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](http://www.nyc.gov/LL84).**