

The following instructions were provided by **Local Law 84 of 2009 (City of New York)** for using **NYC LL84 Benchmarking 2011 Compliance Report** :

This custom reporting template must be used for compliance with New York City's benchmarking law, Local Law 84 of 2009.

STEP 1: Complete the benchmarking of your property(ies)

Prior to submitting this report, you must enter all information required by Portfolio Manager for each property covered by the law to ensure it has been completely benchmarked. All data from January 1 - December 31, 2011 must be included.

STEP 2: Identify your property(ies) - IMPORTANT

For each property being benchmarked, you must complete A and B below:

A) In the "Notes" field, enter the building's borough, block and lot number (BBL), written in the following format:

- A ten digit number, where the first digit is the borough number, then a dash, the next five digits are the block number, then a dash, and the last four digits are the lot number.
- Borough numbers are as follows: Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; and Staten Island = 5
- If the block is less than five digits, enter zeros before the actual block number so there are five digits in total (example: block number 845 would be 00845)
- If the lot is less than four digits, enter zeros before the actual lot number so there are four digits in total (example: lot number 27 would be 0027)
- For example, a building in Brooklyn, with a block number of 845, and a lot number of 27, would enter the BBL 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. (example 3-00845-0027multiple)
- Please do not enter any other information in the "Notes" field besides the building's BBL in the correct format.

B) In the "Unique Building Identifier" (UBI) field enter the building's seven-digit Building Identification Number (BIN).

- If you are benchmarking multiple buildings on one tax lot together, you must include each building's BIN number in the Unique Building Identifier field.
- Enter each BIN number separated by a semi-colon, but without a space. For example:

1234567;2345678

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.

Failure to accurately identify all of your buildings with their BBLs and BINs may result in the issuance of violations for non-compliance.

WARNING: After completing Steps 1 and 2, wait 24 hours before submitting your report to the City. Data used in Portfolio Manager Reports is updated nightly; therefore, the report will not reflect any changes you make to your account until the next day. For example, if you add a facility or update energy data in your account today, you will have to wait until tomorrow to include it in a report.

To meet the May 1, 2012 reporting deadline, all information required to benchmark your property(ies) must be completely and correctly entered into Portfolio Manager prior to or on April 30, 2012.

STEP 3: Submit your completed benchmarking to the City

Once you have completed benchmarking, populate a report(s) for each property you are submitting to the City and click "Release Data" on or prior to **May 1st, 2012**.

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 benchmark and comply with New York City's law please visit www.nyc.gov/ggbbp.

Remember, in the future you will be able to access this report from the "Generate Reports and Graphs" link on your "My Portfolio" page.

New to Portfolio Manager?

Now that you have successfully created an account, we recommend you review the [Quick Reference Guide](#) or watch a 26-minute [EPA training session](#) to learn how to enter your building's energy use data into the tool. Once you have your building data entered, then you can open "NYC LL84 Benchmarking 2011 Compliance Report " and use it to report your data.

How to Access "NYC LL84 Benchmarking 2011 Compliance Report " at Any Time:

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

<https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.loginExtRpt&reportuuid=3043CCAF-1EC9-2E06-C14A78BAFC587E50&permtyp=REQ>

Option 2:

1. Go to <https://www.energystar.gov/istar/pmpam/>
2. Log in to your account
3. Click on "Access My Portfolio"
4. From the list on the right, select "Generate Reports and Graphs"
5. From the drop-down menu, select "NYC LL84 Benchmarking 2011 Compliance Report "

Questions? Contact Local Law 84 of 2009 at sustainability@buildings.nyc.gov or 3-1-1.