



# NYC Benchmarking Law

## Process for Data Retrieval

Benchmarking is an annual requirement for all NYC buildings that fall within the specific parameters of the law to report their energy and water usage to the City by May 1<sup>st</sup>. This document discusses the process utilized by PSEG Long Island to provide individuals within our service territory with data pursuant to the Law.

## Process Overview

All requests for Benchmarking information must be requested in writing. The customer must reference the NYC Benchmarking Law in their correspondence. They can request the information for the entire building and any individual account numbers in the owner's name for which information is desired.

If the request is coming from third parties (anyone other than the customer of record/owner), a letter of authorization is needed to release the information to that third party.

Once the information is available, a letter with the yearly aggregate electric consumption and costs for the building would be sent to the customer by their preferred method of delivery (fax, email or mail).

These requests are given priority. If the information is not in the current database, the customer is contacted to communicate delay while the information is gathered for dissemination.

## How to Request Information

Customers should reach out to PSEG Long Island via mail or email to formally request their data:

Attn: NYC Benchmarking Law PSEG Long Island, CAC FL2 Billing Systems & Projects PO Box 9083 Melville, NY 11747	Attn: PSEGLI-BenchmarkingLI@pseg.com
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**Again, it is important for the customer to include contact information regarding their preferred method for correspondence once the information is available.**

If there are any questions regarding the instructions on this sheet or any other general concerns, please feel free to reach out to PSEG Long Island at the following: PSEGLI-BenchmarkingLI@pseg.com

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Return form to:

Attn: NYC Benchmarking Law                      or            Via Email: PSEGLI-BenchmarkingLI@pseg.com  
PSEG Long Island , CAC FL2  
Billing & System Project  
PO Box 9083  
Melville, NY 11747

Dear Sir / Madam:

I, \_\_\_\_\_, the owner of \_\_\_\_\_, hereby authorize the release of the historical electric consumption usage and billing information for the period of January 1, 2023 to December 31, 2023. This authorization is to be used for the sole purpose of satisfying the requirements of NYC’s Benchmarking Law.

Sincerely,

\_\_\_\_\_

Property Management Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name on the account(s):

\_\_\_\_\_  
\_\_\_\_\_

PSEG Long Island Account number(s): \_\_\_\_\_

\_\_\_\_\_