

Please review the following in ENERGY STAR Portfolio Manager:

Covered Buildings List

- Did you check the [Covered Buildings List for Benchmarking Compliance in 2025](#) to find your property?
- Did you check the second column of the list to see if water reporting is required?

Energy Usage

- Is your Energy Use Intensity (EUI) data greater than 5 kBtu/sq ft and less than 1,000 kBtu/sq ft? Check your Basic Meter Information under the 'Energy' tab to ensure the right units are used.

Property Use Details

- Check the basic information and property uses in the 'Details' tab for each building of a property. Ensure that the gross floor area of the building is not zero.
- Do the floor areas of all property uses add up to the total gross floor area?

Default Values

- Make sure no default values were used.

BBL and BIN

- Did you enter your BBL and BIN in the required format in the 'Standard IDs' box under property details?
- If not, click on the 'Details' tab and select 'Edit' under 'Unique Identifiers'
 - BBL should be entered as a 10-digit number with no symbols; 1 digit for borough, 5 digits for block and 4 digits for lot number with leading zeroes in case your block or lot has fewer digits.
 - BIN should be entered as a 7-digit number with no symbols.

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:
 ID:

Standard ID - County/District:
 ID:

Standard ID - State/Province:
 ID:

NYC Building Identification Number (BIN): [Remove ID](#)

Standard ID - Other:
 ID:

[+ Add Another](#)

Campus Property

- Do you need to benchmark your property as a campus? (If there is more than one building on your tax lot, you probably do. Download [How to Benchmark a Campus](#) here.)

Did you:

- Create a parent property with the number of buildings?
- Create a child property for each building/BIN?
- Enter the BBL and BIN of each property separated by a semicolon under the Parent Property?
- Load data for meters that are shared by two or more buildings into the parent property?
- Load data for meters that are used by a single building into the appropriate child property?

Metered Areas

- If your property (tax lot) has only one building, did you indicate that you reported energy use for the whole building?


Total of 1 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [Single Multi-family](#) (a single building).
- These meter(s) do not account for the total energy consumption for [Single Multi-family](#) (a single building).

NOTE: Perform the whole building check for the water metered area if reporting water.

Energy Data

- Have you shared your property with Con Edison and/or National Grid?
- Have they uploaded all your energy data?
- If your property uses fuel oil or any other energy NOT provided by Con Edison or National Grid, have you collected and entered your usage data?

 **Sources of Your Property's Energy**

What kind of **energy** do you want to track? Please select all that apply.

- Electric
- Natural Gas
- Propane
- Fuel Oil (No. 2)

How Many Meters?

- Diesel

- If your property uses fuel oil, did you mark the meter ‘Enter as Delivery’?

About Your Meters for Single Multi-family

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter for Single Multi-family (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Meter ID 1 Name
<input type="checkbox"/>	Fuel Oil (No. 2)	Fuel Oil (No. 2)				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Water Data

- If you are required to benchmark water, have you shared your property with DEP?
- Have you received your data upload from DEP?

Summary Details Energy **Water** Waste & Materials Goals Design

Water Use Intensity (All Water Sources) (gal/ft²)

Current WUI: [N/A](#)

Baseline WUI: [N/A](#)

Water Meters - Used to Compute Metrics (0) [Add A Meter](#)

[View as a Diagram](#)

! In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate it](#) to receive metrics.

Errors

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

Share properties with the City

- Did you connect your ESPM account and share your property(ies) with NYC DOB (NYCGOVLL84) at least 10 business days prior to May 1 deadline?
- Did you receive a confirmation email that your property share request was accepted from beam_1197@buildings.nyc.gov?
- Did you receive an error message(s) from beam_1197@buildings.nyc.gov? If yes, make sure to correct the errors in ESPM as per email(s) sent to you.