

Please review the following in ENERGY STAR Portfolio Manager:

Covered Buildings List

- Did you check the [DOB Sustainability Law Covered Buildings List in 2026](#) to find your property?
Properties marked as Y in the **On LL84 CBL (Y/N)** column.
- Did you check the **Required to Report Water Data from DEP (Y/N)** 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 are 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:
 NYC Borough, Block and Lot (BBL) 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, it **must** be reported as campus. Download [How to Benchmark a Campus](#).

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?
- Enter the Property Use Types and Gross Floor Area (GFA) on 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?
- Do the energy meters have gaps or overlaps?
 - Energy meters (except Fuel Oil) must contain full calendar year 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

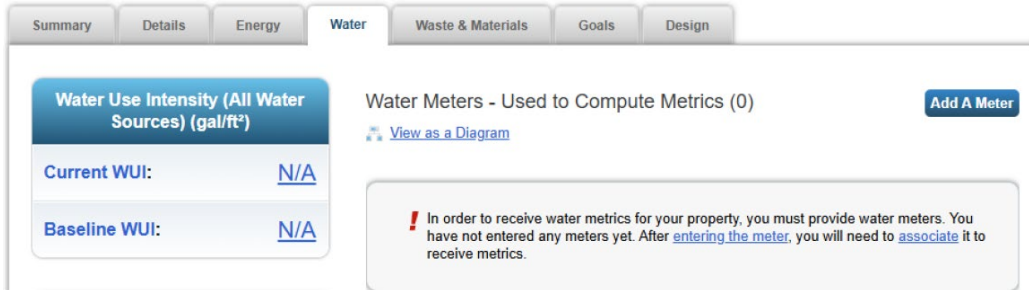
Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

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"/>	

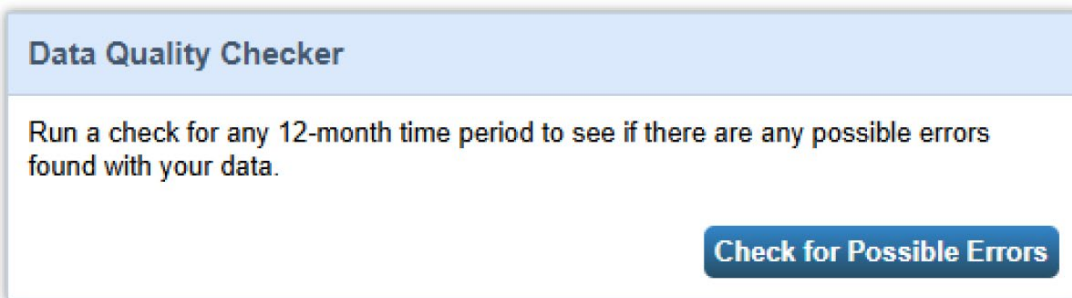
Water Data

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



Errors

- Did you run ESPM's **Data Quality Checker** to find potential errors and unusual data within a given year?



Share Properties with the City

- Did you connect your ESPM account and share your property(ies) with NYC DOB (**NYCGOVLL84**) at least 15 business days prior to May 1 deadline?
- Did you receive a confirmation email that your property share request was accepted in ESPM from **BEAM_LL97@buildings.nyc.gov**?
- Did you receive a confirmation email that your ESPM property data for the calendar year has been successfully imported into BEAM from **BEAM_LL97@buildings.nyc.gov**?
- Did you receive an error message(s) from **BEAM_LL97@buildings.nyc.gov**? If yes, make sure to correct the errors in ESPM as per email(s) sent to you.