# MULTIFAMILY ENERGY STAR: Correcting "Default Values"

When EPA released the new multifamily ENERGY STAR® score in September 2014, it estimated scores for apartment and condo buildings with 20 units or more. In many cases, EPA assigned "default" values for the number of units, floors and bedrooms. This fact sheet shows how to update the default values to actual values, which are required by the City of Seattle for compliance and to apply for ENERGY STAR certification.

NEED HELP?

Contact our free helpdesk at energybenchmarking@seattle.gov or 206-727-8484 (M-F, 8-5)

1. Log into Portfolio Manager

- Log into **www.energystar.gov/benchmark** with your Portfolio Manager username and password.
- On the **My Portfolio** Tab, click on the property name to open the summary page.
- Click on the **Details** tab.
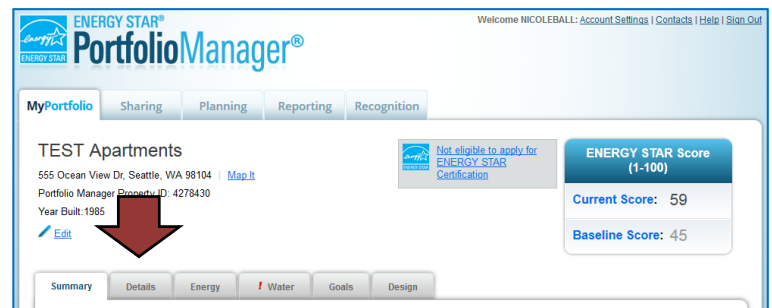
2. Correct Property Details

- Under **"Property Uses and Use Details"** click the triangle next to the use name to show the GFA and other details.
- All "default" or temporary values need updating. (Hover over the blue text for definitions of each detail.)
- Click on the **Action drop down menu** and choose, "I want to… Correct Mistakes." DO NOT choose the other options.
- This will open the **History Log**, where you can fill in the correct values and uncheck any "temporary" values or defaults as shown in the example on the next page. IMPORTANT:
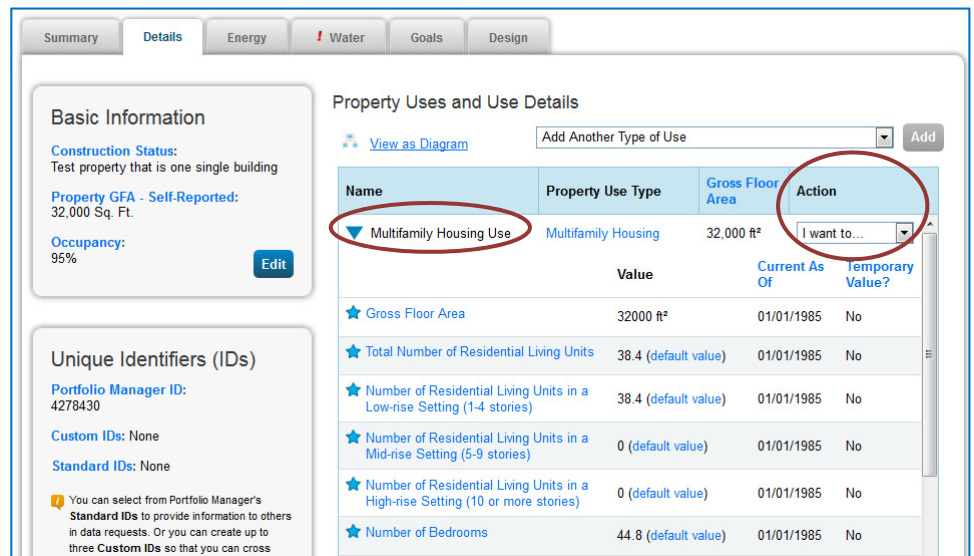
  - o DO NOT change the "Current As Of" date(s). If it is empty, use the year built.
  - o For **Number of Residential Living Units**, update the first value and then also update it relative to the numbers of stories in the building. EPA sets most buildings to 1-4 stories, so update it according to your building. If the building is of different heights, split the total unit number between the two heights.
  - o When corrected, un-check any places where "Use a default" or temporary values were checked.
  - o Scroll down and click **Save Corrections**.

- NOTE: If your building has other use types listed (for example, retail or restaurant) use the same process to correct any default values. The details required will be relevant for that space use.

Example of the History Log
Note default and temporary values that need correction.

History Log for Multifamily Housing Use

Below is a record of any details you have provided for this Property Use. These values represent how your Property Use has changed over time and are used to provide you with the most accurate metrics possible for your property for any time period. You can also correct any errors you find here. If you have a multi-building property (campus), you need to update these Property Use Details in BOTH the parent and child properties.

Gross Floor Area

	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/1980 (to present)	32000 Sq. Ft.	☐	Henry Ballinger	11/12/2014

✖ Delete Selected Entries

Total Number of Residential Living Units

	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/1980 (to present)	38.4 ☑ Use a default	☑	Henry Ballinger	11/12/2014

✖ Delete Selected Entries

Number of Residential Living Units in a Low-rise Setting (1-4 stories)

	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/1980 (to present)	38.4 ☑ Use a default	☐	Henry Ballinger	11/12/2014

✖ Delete Selected Entries

Number of Residential Living Units in a Mid-rise Setting (5-9 stories)

	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/1980 (to present)	0 ☑ Use a default	☑	Henry Ballinger	11/12/2014

3. Review Your Building's Score

When completed, **check the ENERGY STAR score** (available for buildings with 20+ units):

- **Above 75 – Congrats!** Click the **Apply for Energy Star Certification** link, or visit these links to learn more**:**
  - How to Apply
  - Tips for Low Cost Verification

- **Above 75, but the box to the left still says, "not eligible"?** Click the link to find out why. A common reason is utility data more than 90 days old. Fix this by signing up for automated utility uploads by contacting our helpdesk (see front).

- **Below or close to 75?** Contact your utility to take advantage of rebates, such as **Seattle City Light's Powerful Neighborhoods**, which offers free direct installation of energy efficient light bulbs (CFL and LED) for tenant units in buildings with 5+ units. Energy saving advanced power strips, showerheads and faucet aerators are also available for owner installation. Visit: www.seattle.gov/multifamily or call 206-684-3800.

- **Other Questions?** Please contact our helpdesk at energybenchmarking@seattle.gov or 206-727-8484 (M-F, 8-5).