

Learn Your Apartment or Condo Building's ENERGY STAR Score!

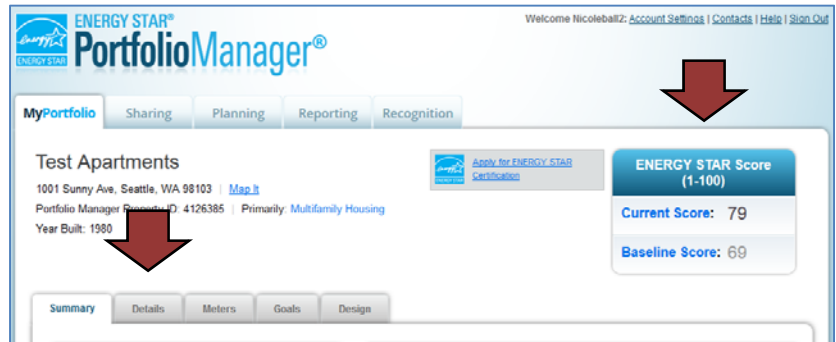
When EPA released the new ENERGY STAR® score in September 2014, it assigned scores to all buildings 20+ units or larger and those that met eligibility criteria. In many cases, EPA assigned “default” values for the number of units and bedrooms. This fact sheet will show you how to update the default values to obtain a more accurate ENERGY STAR score and/or apply for certification.

NEED HELP?

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

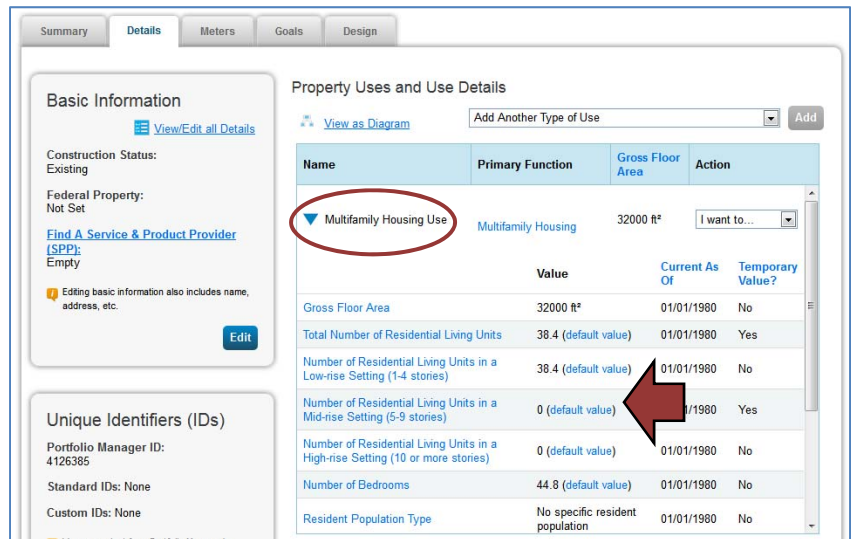
1. Find the Score

- Log into www.energystar.gov/benchmark with your Portfolio Manager username and password. *If account is locked, call ENERGY STAR at 888-782-7937 to reset password.*
- On the **My Portfolio** Tab, click on the property name to open the summary page. Note the **ENERGY STAR score**.
- Then click on the **Details** tab to make quick updates for a more accurate score.



2. Correct Property Details

- Under “**Property Uses and Details**” click the triangle to show the square footage and other details.
- If there are “default” or temporary values as shown in the example, they will need updating.
- 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:

- DO NOT change the “Current As Of” date(s). If it is empty, use the year built.
- 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.
- When corrected, un-check any places where “Use a default” or temporary values were checked.
- Scroll down and click **Save Corrections**.


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

<input type="checkbox"/> Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/> 01/01/1980  (to present)	32000 <input type="text"/> Sq. Ft. <input type="text"/>	<input type="checkbox"/>	Henry Ballinger	11/12/2014


 Delete Selected Entries


Total Number of Residential Living Units

<input type="checkbox"/> Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/> 01/01/1980  (to present)	38.4 <input type="text"/>  <input checked="" type="checkbox"/> Use a default	<input checked="" type="checkbox"/> 	Henry Ballinger	11/12/2014



 Delete Selected Entries

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

<input type="checkbox"/> Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/> 01/01/1980  (to present)	38.4 <input type="text"/> <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	Henry Ballinger	11/12/2014

 Delete Selected Entries

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

<input type="checkbox"/> Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/> 01/01/1980  (to present)	0 <input type="text"/>  <input checked="" type="checkbox"/> Use a default	<input checked="" type="checkbox"/>	Henry Ballinger	11/12/2014

3. Review Your Score

When completed, **check the ENERGY STAR score** again:

- **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. For this and other great savings, visit: seattle.gov/multifamily.
- **Other Questions?** Please contact our helpdesk!