



Request for One-Year Extension



For OSE Use Only

Please use this form to request a one-year extension to comply with the Seattle Building Tune-Ups ordinance. Extensions are only granted for limited circumstances. Please review extension eligibility rules and indicate which option you are applying for in Section B.

Building owners must submit a signed extension request form, along with required documentation as specified on the form, no later than 180 days prior to the building's Tune-Up compliance date (unless otherwise stated below). For more information, or to see if you qualify for a Tune-Up extension, please visit seattle.gov/buildingtuneups.

A. General Building Information *Required for all applications*

BUILDING DETAILS

Building Name: _____ Building Address: _____
Portfolio Manager ID: _____ Seattle Building ID: _____ Compliance Year: _____
Nonresidential Sq Footage: _____ Parking Sq Footage: _____

BUILDING OWNER

First name: _____ Last Name: _____
Company/Organization/LLC: _____
Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

BUILDING OWNER REPRESENTATIVE — *Required if submitting on behalf of the building ownership.*

First name: _____ Last Name: _____
Role with building (e.g. property manager): _____
Company/Organization/LLC: _____
Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

Questions? We Can Help!

Call the Seattle Building Tune-Ups Help Desk at (206) 727-8863 (TUNE) or email buildingtuneups@seattle.gov

B. Reason for Extension *Required for all applications*

Select the reason you are requesting a one-year extension below, then skip to the relevant section and complete.

- Change of Ownership** *Buildings with a date of purchase within one year prior to or on the exact date of the compliance deadline (October 1st of the required compliance year).*
- Low Occupancy Rate** *Buildings with less than 50% occupancy in nonresidential spaces during a consecutive six-month period within the twelve months preceding the compliance date.*
- Mechanical Improvements** *Buildings where permitted mechanical improvements are underway, which must be complete before a Tune-Up can reasonably occur.*
- EUI Reduction In Progress** *Buildings pursuing alternative compliance for a 15% EUI Reduction and need to accumulate twelve months of energy consumption data to demonstrate the energy savings.*

B1. Change of Ownership

This building was purchased no more than one year prior to the Tune-Up compliance deadline. *NOTE: Extension requests for this purpose may be submitted after the standard extension request deadline if the change of ownership occurs within 180 days of the compliance deadline.*

Date of Sale [mm/dd/yy]: _____

PREVIOUS BUILDING OWNER INFORMATION

First name: _____ Last Name: _____

Company/Organization/LLC: _____

Email: _____ Phone: _____

City: _____ State: _____ Zip: _____

ATTACH REQUIRED DOCUMENTATION

- King County Deed or other documentation as evidence of the recent sale of this building.

B2. Low Occupancy Rate

This building's nonresidential spaces have had an occupancy rate of less than 50% for at least six consecutive months within the twelve months preceding the compliance deadline.

Total vacant nonresidential square footage: _____

Time period unoccupied: _____ to _____

Provide a brief summary of the reason(s) for the vacancy (e.g. tenant vacancy, remodel, etc...)

ATTACH REQUIRED DOCUMENTATION

- Documentation demonstrating low tenancy or occupancy, if available, such as photos of empty space, leasing advertisements, etc. *The City reserves the right to conduct a site visit to verify information.*

B3. Existing Mechanical Improvements

Permitted mechanical improvements are underway in this building, which must be complete before a Tune-Up can reasonably occur.

Mechanical Permit Number: _____

ATTACH REQUIRED DOCUMENTATION

- Mechanical permit issued by the Seattle Department of Constructions and Inspections demonstrating a major improvement to the buildings mechanical system.

B4. 15% EUI Reduction in Progress

If pursuing alternative compliance for a 15% EUI Reduction, a building may request an extension to accumulate twelve months of energy consumption data to demonstrate the energy use reduction. *A building may only be granted this extension once. If at the end of the extension period, the anticipated 15% energy savings has not been demonstrated, the building owner will be required to conduct a Building Tune-Up.*

In the table below, enter the weather-normalized site EUI for the building’s two previous calendar years and the projected EUI and which calendar years you are submitting data for.

Current/Projected EUI	Year
WN Site EUI Year 1:	Year 1:
WN Site EUI Year 2:	Year 2:
Project WN Site EUI Year 3:	Year 3:

Explain the action(s) expected to achieve a 15% EUI reduction:

ATTACH REQUIRED DOCUMENTATION

- Evidence of the activity projected to reduce the building EUI noting completion no more than 12 months prior to the compliance deadline (e.g. invoice of equipment replacement).

C. Statement of Owner or Building Representative:

By checking the box below, I, the undersigned representative of the building affirm and attest to the accuracy, truthfulness and completeness of the statements of material fact provided in this form. I understand these statements are subject to verification.

- Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. By clicking this box, I intend to submit my signature.

Name

Date

