



## Alternative Compliance EUI Less Than 20



For OS&E Use Only

Please use this form to request alternative compliance from a Seattle Building Tune-Ups compliance cycle if you have a building with a site EUI equal or less than 20 kBtu/sf for at least two of the three calendar years (ending in December) preceding the Tune-Up compliance date.

Buildings owners must submit a signed request form, along with required documentation as specified on the form, no later than 180 days prior to a building's Tune-Up compliance date. Accuracy of the ENERGY STAR Portfolio Manager account must also be verified by a qualified Tune-Up Specialist. For more information on these requirements, Tune-Up Specialist credentials, and timeframe eligibility, please visit [seattle.gov/buildingtuneups](http://seattle.gov/buildingtuneups).

<b>A.</b>	<b>General Building Information</b> <i>Required for all applications</i>
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### 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: \_\_\_\_\_

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: \_\_\_\_\_

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](mailto:buildingtuneups@seattle.gov)

**B. Energy Consumption** *Required for all applications*

List the site EUI for two of the three most recent calendar years (ending December) preceding the Tune-Up compliance deadline in which the site EUI was 20 kBtu/sf or below.

Calendar Year: _____	Site EUI: _____
Calendar Year: _____	Site EUI: _____

**C. Verification** *Required for all applications*

A qualified Tune-Up Specialist must verify the accuracy of the buildings ENERGY STAR Portfolio Manager account, and sign a Statement of Energy Performance for the two years with a site EUI of less than 20.

Please select all fuel sources for this building:

☐ Electricity ☐ Natural Gas ☐ Steam ☐ On-site photovoltaics ☐ Other \_\_\_\_\_

Did you confirm that all energy sources listed above are included in the Portfolio Manager energy metric calculation?

☐ Yes ☐ No

Did you confirm that all active (current) energy meters are included?

☐ Yes ☐ No

Did you confirm total square footage and parking square footage?

☐ Yes ☐ No

Did you run the "Data Quality Checker" in Portfolio Manager and correct any anomalies?

☐ Yes ☐ No

Did you confirm space types and characteristics, and correct any default space use data that was used?

☐ Yes ☐ No

If yes, briefly describe the correction: \_\_\_\_\_

**ATTACH REQUIRED DOCUMENTATION:**

☐ ENERGY STAR Statement of Energy Performance (SEP) for the two calendar years listed above, as verified and signed by a qualified Tune-Up Specialist.\*

☐ Tune-Up Specialist Information form

\* The Portfolio Manager Property ID must match the Property ID being reported to the City of Seattle per the Energy Benchmarking annual reporting requirements.

<b>D.</b>	<b>Statement of Owner or Building Representative</b> <i>Required for all applications</i>
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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

<b>E.</b>	<b>Statement of Tune-Up Specialist</b> <i>Required for all applications</i>
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By checking the box below, I, the undersigned Tune-Up Specialist, 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