



NYC Greener, Greater Buildings Laws Notice

Mailing Address:

OWNER/AGENT
123 EXAMPLE ST
NEW YORK, NY 10001

Owner Name: OWNER/AGENT**Property Address:** 123 EXAMPLE ST**Borough, Block, Lot:** BOROUGH (1-5)-XXXX0-XXXX

REQUIREMENT TO BENCHMARK AND AUDIT ENERGY USAGE

Please read below for details on how to comply with Local Law 84 and 87

Dear OWNER / AGENT,

The building on your lot must be assessed for energy and water consumption, also known as benchmarking, by May 1st, 2013, and every May 1st thereafter. The building must also undergo an energy audit and retro-commissioning before the end of 2020, and every ten years after.

Audits and Retro-commissioning (Local Law 87):

- An energy audit is a survey of the heating, air conditioning and other energy consuming systems, to find improvements that will cut costs and save energy.
- Retro-commissioning is a process to correct deficiencies in existing systems and improve operations.
- An energy audit and retro-commissioning is required to be submitted to the Department of Buildings once every ten years.
- For a detailed explanation of the audits and retro-commissioning law visit www.nyc.gov/LL87.

Benchmarking (Local Law 84):

- Benchmarking is a summary of the electricity, gas, fuel and water your building uses.
- You must use the free online tool Portfolio Manager, www.energystar.gov/benchmark
- The benchmarking report must be electronically submitted to the City of New York through a link at www.nyc.gov/LL84 by May 1st 2013.
- For a detailed explanation of the benchmarking law visit www.nyc.gov/LL84.

Thank you in advance for your cooperation with the City on these important energy saving initiatives. If you have any questions about the Greener, Greater Buildings Laws, please visit www.nyc.gov/GGBP or email sustainability@buildings.nyc.gov.