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(s) on your lot must be assessed for energy and water consumption, also known as benchmarking, by May 1st, 2013, and every May 1st thereafter.

**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](http://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](http://www.nyc.gov/LL84) by May 1st, 2013.
- For a detailed explanation of the benchmarking law visit [www.nyc.gov/LL84](http://www.nyc.gov/LL84).

The building(s) must also undergo an energy audit and retro-commissioning before the end of 2016, 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](http://www.nyc.gov/LL87).

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](http://www.nyc.gov/GGBP) or email sustainability@buildings.nyc.gov.