

*You can't manage what you don't measure. Benchmarking a property's energy consumption will allow you to identify problems and track improvements. IREM® highly recommends that you use ENERGY STAR® Portfolio Manager®, the free, online benchmarking tool available at <https://portfoliomanager.energystar.gov>.*

- **Important Note:** If you have access to whole-building utility data, you **MUST** benchmark the whole property, including tenant suites, using that data. Check [www.energystar.gov/utilitydata](http://www.energystar.gov/utilitydata) to see if you can obtain whole-building utility data for the property.
- Contact IREM® at [sustainability@irem.org](mailto:sustainability@irem.org) if you have questions or need assistance.

1. What tool are you using to benchmark energy consumption?

2. What areas of the property are you able to benchmark?

Whole building	
Common areas only	
Other (Please specify areas in Comments below)	

Comments:

3. Enter the energy use intensity (EUI) for the areas you are able to benchmark or your ENERGY STAR score.

Site EUI: \_\_\_\_\_

ENERGY STAR Score: \_\_\_\_\_

4. Submit evidence that you have benchmarked energy consumption at the property.
  - For ENERGY STAR Portfolio Manager, submit the Statement of Energy Performance (SEP), available in the Reports tab. The year-ending date of the SEP must be no longer than three months from the date you submit your CSP application.
  - Submit summary information from any other tool you might use.
  - This information does not need to be certified by a Professional Engineer.
  - IREM® will keep this information in strict confidence. Any statistics on energy performance we release will be for all certified properties in aggregate.

#### **Alternative Documentation**

Instead of this form, you may submit at least one of the following to IREM®:

- ENERGY STAR Statement of Energy Performance
- Summary energy usage information