

NONRESIDENTIAL BUILDING ENERGY USE DISCLOSURE PROGRAM

A building owner or operator is required to benchmark and disclose a building's energy use IF THE ANSWER IS "YES" TO THE FOLLOWING:



1. TRIGGERING TRANSACTIONS

Is your ENTIRE nonresidential building offered for sale, lease, finance or refinance?

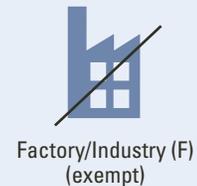
2. BUILDING SIZES

Does your building meet the size and compliance schedule?

 **10,000** sq ft (or larger)

3. OCCUPANCY TYPES

Is your building classified as one of the following occupancy types?



DID YOU ANSWER "YES" TO ALL 3 QUESTIONS?

HOW TO BENCHMARK AND DISCLOSE

1. Go to ENERGY STAR Portfolio Manager® website and sign-up to create a new account at <https://portfoliomanager.energystar.gov>.
2. Contact your utility to confirm their procedures for providing the energy use data.
3. Benchmark the building's energy use via Portfolio Manager® at least 30 days prior to a transaction.
4. Produce a DATA VERIFICATION CHECKLIST report in Portfolio Manager.
5. Disclose the Data Verification Checklist to a prospective buyer, lessee, or lender at least 24 hours prior to a signature agreement.
6. Submit the Data Verification Checklist to the Energy Commission at ab1103report@energy.ca.gov within 30 days of producing the report.

About the program: www.energy.ca.gov/ab1103

Contact us: ab1103@energy.ca.gov