

# Step-by-Step Measurement Setup Guide and Worksheet for Borrowers

## Step-by-Step Guide

**Congratulations on your Fannie Mae Green Mortgage Loan! The Measurement Setup and reporting process is a requirement of your Green Mortgage Loan. Fannie Mae has contracted with Bright Power to streamline the reporting of whole property energy and water utility data. We ask that you complete these three simple steps:**

### Step 1. Initiate setup

Within sixty days of the Fannie Mae Green Mortgage Loan Origination Date, send an email to [fanniemaegreen@brightpower.com](mailto:fanniemaegreen@brightpower.com) to initiate Measurement Setup with Bright Power.

### Step 2. Provide property information

Use the Measurement Property Setup Form sent by Bright Power via email.

### Step 3. Provide utility login credentials

Provide your online utility logins through the Credential Capture Form sent by Bright Power via email.

Use the Measurement Setup Worksheet below to compile property and utility information to streamline the setup process. You will be able to confirm, correct, or edit the property and utility data when completing the Measurement Property Setup Form.

*Please note that completing this worksheet will not fulfill your Measurement Setup requirement. This worksheet is intended only to assist you with gathering the utility information Bright Power requires during the Measurement Setup process.*

## Measurement Setup Worksheet

### Calculate Property Square Footage

#### Common Area \_\_\_\_\_ square feet

This includes all non-rentable indoor space at the property. Office space, laundry rooms, hallways, fitness centers, and clubhouses are common areas. Common area is rarely 0 sq ft, even in garden style apartments or townhomes. Find common area square footage in a property appraisal or the High Performance Building report. You can also physically measure the area.

#### Rentable Area \_\_\_\_\_ square feet

This includes the square footage of all units at the property.

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#### Total Area \_\_\_\_\_ square feet

This includes total square footage of all indoor spaces at the property. The total area equals the rentable area plus the common area.

#### Irrigated Area \_\_\_\_\_ square feet

This includes outdoor areas with automatic sprinklers or hand irrigation. Find irrigated areas in a property appraisal, a landscaping contract, or by asking your landscaper. You can also physically measure the area.

#### Parking Area \_\_\_\_\_ square feet

To calculate parking area square footage, multiply the number of parking spaces by 350. (E.g. if there are 100 parking spaces, there would be 35,000 sq ft of parking area.)

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# Measurement Setup Worksheet

## Fuel Source Information

Identify which fuel type is used for in-unit cooling, heating, and hot water.

### Cooling

- Electricity
- Gas
- Propane

### Heating

- Electricity
- Gas
- Oil
- Propane
- Steam

### Hot Water

- Electricity
- Gas
- Oil
- Propane
- Steam

## Utility Payment Information

Identify who pays the utility company for in-unit electricity, cooling, heating, hot water, and water/sewer. A utility is tenant-paid if residents set up accounts with the utility provider directly.

Often the owner pays the utility and bills tenants back in some way (e.g. flat fee, submetering, RUBS). If applicable, confirm the billback method and the fee or percent billed back.

*For each utility type, identify who pays and fill in details for relevant blanks.*

### In-Unit Electricity

- Owner
- Owner pays and bills back to tenant
  - Fee \$ \_\_\_\_\_
  - Submetering % \_\_\_\_\_
  - RUBS % \_\_\_\_\_
- Tenant

### In-Unit Heating

- Owner
- Owner pays and bills back to tenant
  - Fee \$ \_\_\_\_\_
  - Submetering % \_\_\_\_\_
  - RUBS % \_\_\_\_\_
- Tenant

### In-Unit Water/Sewer

- Owner
  - Owner pays and bills back to tenant
    - Fee \$ \_\_\_\_\_
    - Submetering % \_\_\_\_\_
    - RUBS % \_\_\_\_\_
  - Tenant
- Tenant-paid water is uncommon.*

### In-Unit Cooling

- Owner
- Owner pays and bills back to tenant
  - Fee \$ \_\_\_\_\_
  - Submetering % \_\_\_\_\_
  - RUBS % \_\_\_\_\_
- Tenant

### In-Unit Hot Water

- Owner
- Owner pays and bills back to tenant
  - Fee \$ \_\_\_\_\_
  - Submetering % \_\_\_\_\_
  - RUBS % \_\_\_\_\_
- Tenant

# Measurement Setup Worksheet

## Utility Account Logins

Determine how you will share your utility data. Providing online logins makes annual reporting much easier and less time consuming for property staff. Logins may be for your utility providers or for a third-party bill pay provider. Logins allow Bright Power to access owner-paid usage for the property, not individual tenant information.

You will provide your login information via Bright Power's secure Credential Capture Form.

*If you are unable to provide online logins, you may use alternate methods of utility data sharing such as spreadsheets or bill scans.*

## Utility Providers

### Step 1. Set up online utility accounts

- Confirm you have registered for online utility accounts.
- Confirm that both usage and cost history is available within your online account.

### Step 2. Gather login information

#### Electric

- Name of the utility provider

\_\_\_\_\_

- Username

\_\_\_\_\_

- Password

\_\_\_\_\_

- URL of the utility login page

\_\_\_\_\_

#### Water

- Name of the utility provider

\_\_\_\_\_

- Username

\_\_\_\_\_

- Password

\_\_\_\_\_

- URL of the utility login page

\_\_\_\_\_

### Third Party Providers

Bright Power can work directly with your third party provider if they manage all property utility types.

If a third party completes Fannie Mae benchmarking at the property, please inform Bright Power. This triggers a different reporting process.

#### Gas

- Name of the utility provider

\_\_\_\_\_

- Username

\_\_\_\_\_

- Password

\_\_\_\_\_

- URL of the utility login page

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### Still have questions?

Please contact

[FannieMaeGreen@BrightPower.com](mailto:FannieMaeGreen@BrightPower.com) or call (646) 780-1207 with questions at any time.