

How to Submit Energy Performance Metrics

For Non-Green Mortgage Loans with Local and State Energy Benchmarking Requirements

If your property is in a city or state that requires energy benchmarking and the property has a Fannie Mae Mortgage Loan, you may be required to submit your energy cost and consumption data to the city/state each year. If your property meets this criterion, you must submit your annual Energy Performance Metrics (EPMs) to Fannie Mae, following the instructions below.

Submit your property's EPMs to Fannie Mae in two easy steps

1. Enter energy and property data into ENERGY STAR Portfolio Manager.
2. Share your property with Fannie Mae on ENERGY STAR Portfolio Manager.

Step 1: Enter energy and property data into ENERGY STAR Portfolio Manager

To complete this step, you will need:

- Your ENERGY STAR Portfolio Manager account information
- Basic details about your property's type and usage including the irrigated area
- Annual energy consumption and cost data between January 1 and December 31 of the previous year (also known as the Reporting Year).
- Fannie Mae Loan Number: a unique number provided by Fannie Mae for your loan

At the end of this task, you will have a complete ENERGY STAR Portfolio Manager account set up for your property/properties and you will receive your Property ID. The Property ID is a unique property identifier generated by ENERGY STAR Portfolio Manager.

1. **Visit www.energystar.gov/portfoliomanager and log in or set up your ENERGY STAR Portfolio Manager account.**
2. **Enter general information about your property's profile.**
 - a. If your property's profile is already set up, skip to step 3.
 - b. Click *My Portfolio*.
 - c. Click *Add a Property*.
 - d. Fill in your *Property Type*, *Property's Buildings* and *Property's Construction Status*.
 - e. Click *Get Started* to enter your property's size, uses, and irrigated area. You will enter information in both the *Basic Information* and *Property Details* tabs.
 - i. Refer to the [EPA's one-pager](#) on Irrigated Area and Water Use Tracking in ENERGY STAR Portfolio Manager to find a detailed definition of irrigated area and suggested methods for determining this value.
3. **Add your Fannie Mae Loan Number.**
 - a. Go to *Details*, then *Unique Identifiers (IDs)*.
 - b. In the first *Custom ID* field available, enter your Fannie Mae Loan number in *ID field*, then name this field "Fannie Mae Loan Number."
4. **Enter your property's energy cost and consumption data.**



- a. Access your utility data through your online utility account or utility bills to collect data for January 1 to December 31 of the previous year.**
- b. Visit the *Energy* and *Water* tabs in the property profile.
- c. If submitting for the first time, click *Add a Meter* to enter meter information.
- d. Click on a meter to enter units and the first bill date, then provide 12 consecutive months of energy and water cost and consumption for your entire property.
- e. Select the meters on the *Select Meters to Include in Metrics* page and click *Apply Selections*.

**If any data is sampled instead of historical, you must indicate “Estimated” for meter entry.

Step 2: Share your property with Fannie Mae on ENERGY STAR Portfolio Manager

This step requires Fannie Mae to accept your request to connect on ENERGY STAR Portfolio Manager. This process is simple, but usually takes one business day. You will need to sign into ENERGY STAR Portfolio Manager on two separate occasions to complete this step. To complete this step, you will need your ENERGY STAR Portfolio Manager account information. At the end of this task, you will have shared your property with Fannie Mae, which offers Fannie Mae a comprehensive understanding of your property’s performance.

1. Add Fannie Mae as a contact on ENERGY STAR Portfolio Manager.

- a. Click *Contacts*, then *Add New Contacts/Connections*.
- b. In the *Username* field, enter FANNIEMAE2, then look for Fannie Mae (Energy Performance Metrics). There are many ENERGY STAR Portfolio Manager accounts associated with Fannie Mae. It is crucial to ensure that you request FANNIEMAE2

Your Search Criteria

Name:

Organization:

Username:

Email Address:

- c. Click *Connect*.

2. Once your connection request is accepted (within 1 business day), log in to share your property with Fannie Mae.

- a. Under the *Sharing* Menu, click *Share (or Edit Access to) a Property*.
- b. Select all your properties that have Fannie Mae loans with local or state benchmarking requirements, then click *Apply Selection*.
- c. Under *Select People (Accounts)* select the FANNIEMAE2 account to share.
- d. Under *Choose Permissions*, specify the sharing level as:
 - i. Bulk sharing.
 - ii. Read only access.
- e. Click *Share Properties*.

Please note that Green Mortgage Loan Borrowers are required to submit their data to Fannie Mae each year and to local



jurisdictions, if applicable. Bright Power completes the Fannie Mae reporting requirement through the Green Measurement and Verification Service on behalf of Green Mortgage Loan Borrowers only.

Please refer questions regarding the Fannie Mae requirements for non-Green Mortgage Loans with local and state energy benchmarking to FannieMae@BrightPower.com. For questions regarding Fannie Mae Green Mortgage Loans, please contact FannieMaeGreen@BrightPower.com.