

2015 Energy Performance Metric Reporting: Quick Reference Guide

Is my property required to submit 2015 Energy Performance Metrics (EPMs) to Fannie Mae in 2016?

You are required to report Energy Performance Metrics for calendar year 2015 to Fannie Mae if your property is **either**:

- **Required to benchmark by local law in one of the following cities:**

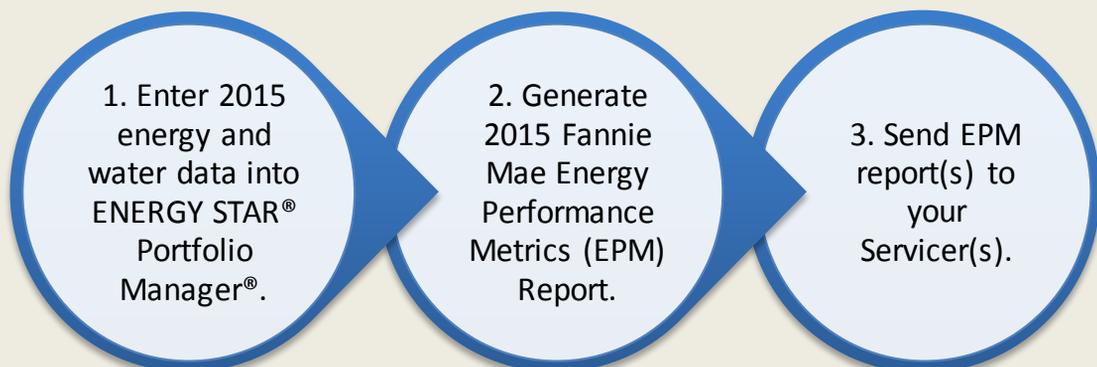
Atlanta, GA	50,000+ SF	New York, NY	50,000+ SF
Berkeley, CA	50,000+ SF	Philadelphia, PA	50,000+ SF
Boston, MA	50+ units or 50,000+ SF	Seattle, WA	20,000+ SF
Cambridge, MA	50+ units	Washington, DC	50,000+ SF
Chicago, IL	50,000+ SF		

OR

- **Financed with a Green Rewards, Green Preservation Plus or Green Building Certification Pricing Break loan**

How and when do I submit EPMs for my property?

Energy Performance Metrics should be sent to servicers each year **by your Servicer's deadline.**



Questions? Call your Servicer or go to www.fanniemaegreeninitiative.com.

Energy Performance Metrics: FAQs

How do I know whether my property has to report EPMs to Fannie Mae?

- If your property is located in a city listed on page 1, click on the link to view your city's requirements for which properties are covered. If covered by your city's law, you must also report EPMs to Fannie Mae.
- If your property is financed with a Green Rewards, Green Preservation Plus or Green Building Certification Pricing Break loan, you must report EPMs to Fannie Mae, regardless of your property's location.

What data do I need to submit?

- Your entire property's energy use between January 1 and December 31, 2015.
- Your entire property's water use between January 1 and December 31, 2015 (water is optional if not required by your local laws).
- Note: "Entire property" consumption represents all meters serving common areas and tenant areas, regardless of whether the owner or tenant pays the utility bill.

My city's reporting deadline is after my Servicer's deadline. Can I wait until my city's deadline to send the EPM report to my Servicer?

- No. Send the 2015 Fannie Mae EPM Report to your servicer by the date they have requested it.

How do I generate the Fannie Mae EPM Report?

- See detailed instructions on pages 3 and 4 of this document.

How do I send the report to my Servicer?

- To submit via e-mail: Forward the e-mail you receive from ENERGY STAR® Portfolio Manager® to your Servicer with the Excel attachment.
- To submit a printed hard copy: Open the Excel spreadsheet from the e-mail and print the following four values to send to your Servicer:
 - Property ID
 - Year Ending Date
 - ENERGY STAR Score
 - Source EUI (kBtu/ft²)

What if I have multiple properties with one Servicer?

- Select all properties with the Servicer to be included in a single EPM report.

What if I have multiple properties with different Servicers?

- Generate a separate EPM report for each Servicer.

What if I use a third-party vendor to comply with local laws?

- Share these instructions with your vendor and ask them to assist you.

What if I have other questions about complying with my city's laws?

- Consult your city's website or benchmarking information hotline.

Step 1. Generate the Fannie Mae EPM Report

1

Click on [this link](#) or type <http://tinyurl.com/2015FannieMaeEPM> into your web browser to add the 2015 Fannie Mae Energy Performance Metrics Report to your Portfolio Manager account.

→ You **MUST** use this link to add the report to your account.

2

Read instructions, then fill out the information below:

2a

Are you the property owner?

- If yes, choose “myself.”
- If no, choose “someone else” and select or add the owner’s info.

2b

Timeframe:
Single Year ending Dec 31, 2015 will be automatically selected.

2c

Select Properties:

- To submit **one** property’s EPMs to **one** Servicer, select “One property” then select the property from the drop down list that appears.
- To submit **multiple** properties’ EPMs to **one** Servicer, select “Multiple properties” then click “Select Properties” to choose which properties to include in your submission.
- To submit **multiple** properties’ EPMs to **different** Servicers, repeat all steps for *each Servicer*.

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

Your Response

Select Information to Include:

Timeframe: * Single Year Dec 31 2015

If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * Multiple Properties Select Properties Selected Properties: 0

- Select Number of Property(ies) -
One Property
Multiple Properties
All Properties

one or more standard IDs to be included with the property and the requested standard IDs for each property before sending

[Generate Response Preview](#) [Cancel](#)

3

Click “Generate Response Preview.”

Note

To return to the data request or access it from within Portfolio Manager:

- Go to the “Reporting” tab
- Locate the 2015 Fannie Mae EPM Report in the list
- Select “Respond to Data Request” from the Action menu.

Name	Status	Action
2015 Fannie Mae Energy Performance Metrics Report (Request from Fannie Mae Energy Performance Metrics)	No Response Preview Generated	<div style="border: 1px solid #ccc; padding: 5px;"> <p>I want to... ▼</p> <p>I want to...</p> <p>Respond to Data Request</p> <p>Delete Data Request</p> </div>
Fannie Mae Energy Performance Metrics (Request from Fannie Mae Energy Performance Metrics)	Closed: 12/08/2015 12:49 PM	

Step 2. Submit the EPM Report to your Servicer

Note

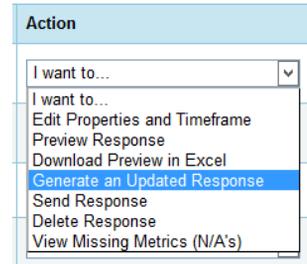
When you generate your response, Portfolio Manager may indicate that you have missing data. If so, click “Read More” and links will be provided to the missing data. Then you may either:

- Edit your property information and generate an updated response; or
- Ignore missing data and submit response.

⚠ Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

If you change any data, you must generate a new response:

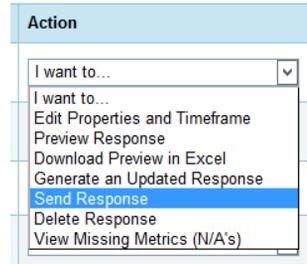
- Return to the “Reporting” tab
- Locate the 2015 Fannie Mae EPM Report in the list
- Select “Generate an Update Response” from the Action menu



1

When your data is finalized, send your response:

- Return to the “Reporting” tab
- Locate the 2015 Fannie Mae EPM Report in the list
- Select “Send Response” from the Action menu



Follow the prompts on the next screen to complete the EPM report submission.

2

- Who (besides you) should we send a confirmation e-mail to? The e-mail address associated with your Portfolio Manager account will automatically receive the e-mail with the EPM report. Add any other e-mail addresses that you would like to receive a confirmation.
- What format would you like your data in for the e-mail attachment? Select Excel.
- E-Sign your Data Response: Indicate that you certify your data, enter your log-in credentials to confirm the response, and click “E-Sign Response.” A verification will then appear that indicates “Signed.”
- Click “Submit Data.”

3

You will receive an e-mail from Portfolio Manager with the 2015 Fannie Mae EPM Report as an attachment. Forward the e-mail with the attachment or print and send by mail to your Servicer.

4

Repeat all steps for properties with each additional servicer.