



# How to Apply for ENERGY STAR® Tenant Space Recognition



# Learning Objectives

To gain an understanding of:

- Eligibility requirements for Tenant Space recognition
- How to apply for ENERGY STAR Tenant Space recognition
- How to track the status of applications

For detailed instructions on setting up your Tenant Space and applying for recognition in PDF format, click [here](#).

If you're brand new to Portfolio Manager, visit <https://www.energystar.gov/buildings/training> for the training resources that will help you get started.



# What is ENERGY STAR® Tenant Space™?

- ENERGY STAR Tenant Space is an EPA recognition for sustainability efforts in your leased office space.
- Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere.



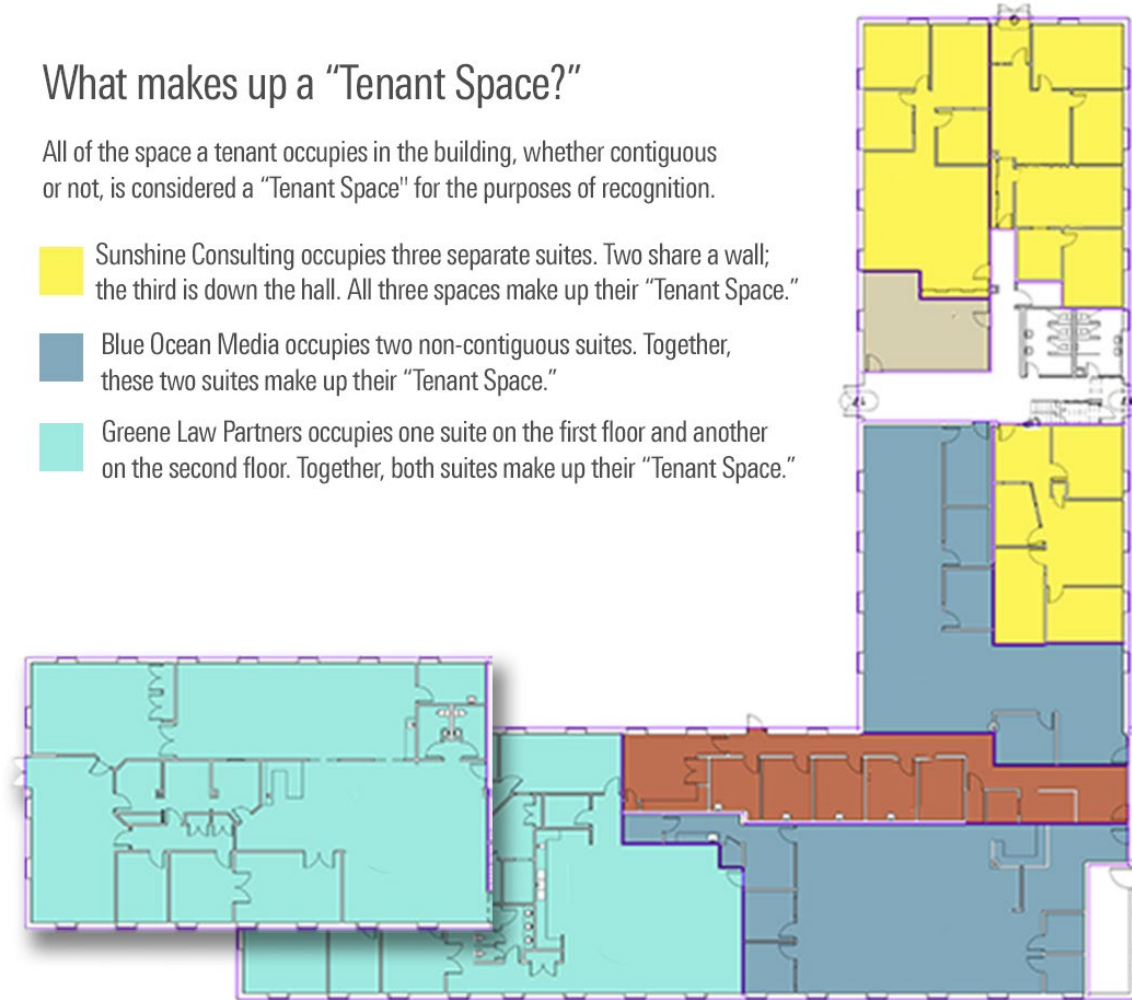
# What is a Tenant Space?

- All of the space a tenant occupies in the building, whether contiguous or not, is considered a “Tenant Space” for the purposes of recognition

## What makes up a “Tenant Space?”

All of the space a tenant occupies in the building, whether contiguous or not, is considered a “Tenant Space” for the purposes of recognition.

- Sunshine Consulting occupies three separate suites. Two share a wall; the third is down the hall. All three spaces make up their “Tenant Space.”
- Blue Ocean Media occupies two non-contiguous suites. Together, these two suites make up their “Tenant Space.”
- Greene Law Partners occupies one suite on the first floor and another on the second floor. Together, both suites make up their “Tenant Space.”



# Who is eligible to apply?

- To access the Tenant Tool, your Tenant Space must:
  - Be either a general administrative office, financial office, or a non-diagnostic medical office (such as a doctor's or dentist's office that does not include diagnostic equipment). It may include a data center.
    - *In Portfolio Manager, the EPA-Calculated Property Type (based on the property uses entered in your Details tab) must be Office or Financial Office.*
  - Represent all your usable office square footage in the building. Your usable square footage is defined as all areas within the demising walls reserved for your exclusive use.
    - *In Portfolio Manager, the property must be designated "Part of a Building" in the Basic Information section on your Details tab.*
  - Be located in the United States.

# What is the criteria for recognition?

- To earn ENERGY STAR Tenant Space recognition, you must:
  - Estimate energy use
  - Meter energy use
  - Light efficiently
  - Use efficient equipment
    - *Your application will need to include a written **procurement policy** that specifies that the tenant will procure ENERGY STAR certified equipment wherever applicable.*
    - *The procurement policy must be for the tenant organization and signed by the tenant organization.*
- Share meter data with the landlord (if requested)

# Overview of the Application Process

1. Add your Tenant Space to Portfolio Manager
2. Access the Tenant Tool
3. Generate application for Tenant Space recognition
4. Have a Licensed Professional (LP) conduct a site visit, verifying the information in your application
5. Complete the online application and submit the application electronically to EPA
6. Respond to questions from EPA, if necessary
7. Receive notification of the application's status

# Setting up your Tenant Space

If your Tenant Space is already set up and you're ready to apply for recognition, jump straight to the [How to Apply](#) section.





# Access the Tenant Tool

MyPortfolio
Sharing
Reporting
Recognition
Admin
Processing

## Tenant Space Office (US)

123 Main Street, Arlington, VA 22206 | [Map It](#)

Portfolio Manager Property ID: 6569009

Year Built: 1975

[Edit](#)

Not currently eligible for ENERGY STAR Certification

Change Metric

ENERGY STAR Score (1-100)

Current Score: 30

Baseline Score: 28

Summary
Details
Energy
Water
Waste & Materials
Goals
Design

### Source EUI Trend (kBtu/ft<sup>2</sup>)

[Change Metric](#)

(Chart current as of 09/09/2020 11:59 AM EDT) [Refresh Chart](#)

### Metrics Summary

[Change Metrics](#)  
[Change Time Periods](#)

Metric	Dec 2015 (Energy Baseline)	Dec 2017 (Energy Current)	Change
ENERGY STAR Score (1-100)	28	30	2.00 (7.10%)
Source EUI (kBtu/ft <sup>2</sup> )	258.1	250.5	-7.60 (-2.90%)
Site EUI (kBtu/ft <sup>2</sup> )	112.6	103.1	-9.50 (-8.40%)
Energy Cost (\$)	561,340.17	568,088.24	6748.07 (1.20%)
Total GHG Emissions Intensity (kgCO <sub>2</sub> e/ft <sup>2</sup> )	9.7	9.2	-0.50 (-5.20%)
Water Use (All Water Sources) (kgal)	3,450.7	3,079.5	-371.20 (-10.80%)
Total Waste (Disposed and Diverted) (Tons)	818.59	Not Available	N/A

**Data Quality Checker**

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

## Tenant Spaces

Eligible users can earn ENERGY STAR Tenant recognition. [Learn more.](#)

Go to the Tenant Tool

[Eligible to Apply for Tenant Space Certification](#)

[Finish Your Application for Tenant Space Recognition](#)

## Tenant Spaces

Eligible users can earn ENERGY STAR Tenant recognition. [Learn more.](#)

Go to the Tenant Tool

# Access the Tenant Tool

The screenshot shows the Energy Star Portfolio Manager interface. At the top left is the Energy Star logo and the text "ENERGY STAR® PortfolioManager®". To the right, there is a navigation bar with links for "Welcome", "Account", "Notifications" (with a red badge showing "2"), "ENERGY STAR Notifications" (with a red badge showing "10"), "Contacts", "Help", and "Sign Out". Below this is a secondary navigation bar with tabs for "MyPortfolio", "Sharing", "Reporting", "Recognition", "Admin", and "Processing". The main content area is titled "Tenant Space Office (US)" and includes the "Portfolio Manager Property ID: 6589069" and the address "123 Main Street, Arlington, VA 22206". A green callout box contains a welcome message and a list of requirements for tenant space recognition: Energy Meters, Energy Estimate, Efficient Lighting, and Efficient Equipment. A "Get Started" button is located at the bottom right of this box. At the bottom of the page, there are social media links for Twitter, Facebook, YouTube, and LinkedIn, along with a footer containing links for "Contact Us", "Privacy Policy", "Browser Requirements", and "ENERGY STAR Buildings & Plants Website".

ENERGY STAR®  
PortfolioManager®

Welcome | Account | Notifications <sup>2</sup> | ENERGY STAR Notifications <sup>10</sup> | Contacts | Help | Sign Out  
DW\_Processor: Settings

MyPortfolio | Sharing | Reporting | Recognition | Admin | Processing

[Tenant Space Office \(US\)](#) > Tenant Recognition Homepage

## Tenant Space: Tenant Space Office (US)

Portfolio Manager Property ID: 6589069

123 Main Street, Arlington, VA 22206





Welcome! Get Started tracking your tenant space. The first step is to provide some general building information. Then you will be able to add each floor/suite that comprises your tenant space and see if the space qualifies for recognition.

You'll need to provide details and meet requirements on each of these categories (click [here](#) for more information):

- Energy Meters— install meters for all energy loads tenant controls
- Energy Estimate— enter building and space information to generate estimate
- Efficient Lighting— meet lighting energy use intensity target
- Efficient Equipment - Upload active procurement policy
- Agree to share data with landlord upon request

After completing the application, you will need a Licensed Professional (LP) to verify its accuracy. Click [here for the LP Guide](#).

[Get Started](#)

Follow Us    

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)



# Tenant Tool: Enter Information for Entire Building

## Add Building Information for Tenant Space Office (US)

The questions below pertain to the entire building in which your tenant space is located.

**Add Information for Entire Building**

Building Name: \*

[Year Building was Built:](#) 1975

[Tenant Space \(Property\) GFA \(sq. ft.\):](#) 275,000 sq. ft.

[Building Gross Floor Area \(sq. ft.\):](#) \*

[Total number of conditioned floors in the building?:](#) \*

[What is the heating fuel for the building?:](#) \*

### Tenant Tool GFAs

There are three different Gross Floor Area (GFA) numbers that we track:

- **Building GFA** - This is the GFA for the entire building in which the Tenant Space is located.
- **Tenant Space (Property) GFA** - This is the GFA you entered when you first created the Tenant Space (or "property") in Portfolio Manager. It must equal the sum of all "Tenant Floor/Suite GFAs" for spaces you occupy in the building. This GFA should be a measure of the "usable square feet" of this Tenant Space.
- **Tenant Floor/Suite GFA** - This is the GFA of each individual floor/suite within the Tenant Space. If the entire Tenant Space consists of only one floor or suite, the Tenant Space GFA will equal the Tenant Floor/Suite GFA.

# Tenant Tool: Homepage

The screenshot displays the 'Tenant Recognition Homepage' for 'Tenant Space Office (US)'. At the top, there is a navigation bar with tabs for 'MyPortfolio', 'Sharing', 'Reporting', 'Recognition', 'Admin', and 'Processing'. Below the navigation, the page title is 'Tenant Space Office (US)' and the 'Portfolio Manager Property ID' is 6569069. A building icon is shown next to the 'Building Name: Test Tenant Space' and address '123 Main Street, Arlington, VA 22206'. The 'Building Gross Floor Area' is listed as 1,000,000 (sq. ft.), with an 'Edit Building Information' link. A grey notification box states 'Not Eligible to Apply for Tenant Space Recognition'. A green callout box contains the text: 'Now that you have added building information, you can begin to track your tenant space on a floor by floor or individual suite basis.' and a circled 'Add a Tenant Floor/Suite' button. Below this, there is a section for 'Tenant Floors/Suites (0)' with an 'Add a Tenant Floor/Suite' button, and a section for 'Overall Tenant Space Metrics' with a help icon.

# Tenant Tool: Add Floor/Suite Information

**Tenant Floor/Suite Information**

Tenant Floor/Suite Name: \*

[Tenant Floor/Suite Usable Floor Area \(sq. ft.\):](#) \*

[Does this tenant floor/suite have the required meters?:](#) \*

[Weekly Operating Hours:](#) \*

[Number of Workers on Main Shift:](#) \*

[Are thermostats in the tenant space set back on nights and weekends?:](#)

**Building Envelope**

Building orientations for which the tenant floor/suite has exterior exposure (select all that apply): \*  North  
 South  
 East  
 West

[Percentage of tenant floor/suite exterior walls which are glass:](#) \*



# Tenant Tool: Metering Criteria

[Does this tenant floor/suite have the required meters?](#) \*

- Meters must be installed prior to application so that the LP may verify that the meters are in place.
- Meters are required for all energy loads for which the tenant has full operational control, typically lighting and plug loads.
- Individual energy loads do not have to be separately metered, except in the case of a data center (more detail later).
  - Other energy loads subject to the metering requirement may be metered separately or by a single meter.
- The tenant must provide the LP with documentation that each meter in the space is manufacturer-certified to be +/-2% accurate.
  - Tenant organizations may need to contact the meter manufacturer directly in order to obtain this information.

# Tenant Tool: Metering Criteria for Data Centers

If a data center is present in the space, it must be metered separately. Acceptable data center metering includes any metering configuration that allows separate tracking of IT energy use and/or total data center energy use. Note that a data center is intended for sophisticated computing and server functions which typically include:

- High density computing equipment (such as server racks used for data storage and processing)
- Dedicated power and cooling systems
- A constant power load of 75 kW or more
- Uninterruptible power supplies (UPS)
- Raised floors

# Tenant Tool: Add Equipment Information

Equipment	Total Number	Number ENERGY STAR Certified	Number of ENERGY STAR Certified Unknown?
<a href="#">Laptop Computers</a>	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Desktop Computers(non server)	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<a href="#">Conference Room Large Screen Displays</a>	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Desktop Printers	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Full Sized Copy Machines/Printers/Scanners	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Refrigerators	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Commercial Coffee Makers	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Vending Machines	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Multi-Media Projectors	* <input type="text"/>	N/A	
Microwave Ovens	* <input type="text"/>	N/A	
Residential Coffee Makers/Beverage Heaters	* <input type="text"/>	N/A	
Servers	* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>



# Tenant Tool: Add Equipment Information, continued

## Energy Efficient Equipment

Have sleep settings for computer equipment been enabled (or will they be enabled once computers are installed?)

\*  Yes  No

**!** You must have a procurement policy in place that meets Tenant Space [recognition requirements](#). You will be asked to upload the policy once you have met the other criteria for recognition.

See [Activate Power Management on Your Computer](#) for a guide on how to configure power management features on your computer.

# Tenant Tool: Add Lighting Information

**Lighting System**

Please enter a new row for each fixture type in your tenant floor/suite. Clicking in the row at the bottom will add an additional row. You can click within the table to edit. Depending on the light source type, some fields may not require an entry.

<input type="checkbox"/>	<a href="#">Fixture Name</a>	Light Source	Number of Bulbs	<a href="#">Bulb Wattage</a>	<a href="#">Fixture Wattage</a>	<a href="#">Total Number of Fixtures</a>	<a href="#">M</a>
<input type="checkbox"/>	LED Grid Ceiling Troffer	Please Select					P
	Click here to add another fixture						

[Delete Selected Entries](#) [Add Another Entry](#)

**Back** **Save** [Cancel](#)

- Please Select
- LED Bulb or TLED
- Fluorescent Tube (T8, T5)
- LED Fixture**
- CFL
- Halogen and Incandescent



# Tenant Tool: Add All Floors/Suites


MyPortfolio | Sharing | Reporting | Recognition | Admin | Processing

Your lighting system information has been added to your tenant suite.

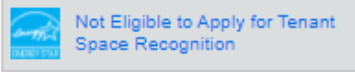
[Tenant Space Office \(US\)](#) > Tenant Recognition Homepage

## Tenant Space: Tenant Space Office (US)

Portfolio Manager Property ID: 6569069



**Building Name:** Test Tenant Space  
123 Main Street, Arlington, VA 22206  
[Building Gross Floor Area:](#) 1,000,000 (sq. ft.)  
[Edit Building Information](#)



Not Eligible to Apply for Tenant Space Recognition

Get started adding individual tenant floors/suites. To see if your tenant space qualifies for recognition, you must include all floors/suites you occupy in the building.

Tenant Floors/Suites (1)

[Add a Tenant Floor/Suite](#)

Floor/Suite Name	Floor/Suite Gross Floor Area	Action
<a href="#">Floor 1</a>	100,000 sq. ft.	I want to... ▾
<a href="#">Sum of Tenant Floor/Suite GFA:</a>		100,000 (sq. ft.)
<a href="#">Tenant Space (Property) GFA (from Portfolio Manager):</a>		275,000 (sq. ft.)

[Download All Tenant Floors/Suites](#)

### Overall Tenant Space Metrics

Estimated Source Energy (kBtu/sq. ft.): 48 - 54.9

# Tenant Tool: Review All Floors/Suites

Floor/Suite Name	Floor/Suite Gross Floor Area	Action
<a href="#">Floor 1</a>	100,000 sq. ft.	I want to... I want to... <b>Edit Summary Floor/Suite Information</b> Edit Lighting Edit Equipment View Summary Floor/Suite Information and Metrics
<a href="#">Floor 2</a>	100,000 sq. ft.	
<a href="#">Floor 3</a>	75,000 sq. ft.	
<a href="#">Sum of Tenant Floor/Suite GFA:</a>		275,000
<a href="#">Tenant Space (Property) GFA (from Portfolio Manager):</a>		275,000

 [Download All Tenant Floors/Suites](#)

# Tenant Tool: Summary of Floor/Suite-level Metrics

Summary
Equipment Information
Lighting Information

[Edit Tenant Floor/Suite Information](#)

**Floor/Suite Estimated Annual Metrics**

<b>Source energy (kBtu/sq. ft.) usage</b>	48 - 54.9
HVAC (kBtu/sq. ft.):	40.5 - 47.4
Lighting (kBtu/sq. ft.):	1.1
Plug load (kBtu/sq. ft.):	6.5
<b>Site energy (kBtu/sq. ft.) usage</b>	17.2 - 19.6
HVAC (kBtu/sq. ft.):	14.5 - 16.9
Lighting (kBtu/sq. ft.):	0.4
Plug load (kBtu/sq. ft.):	2.3

Notes:

- These Site and Source energy estimates are calculated values based on information you entered about the tenant space and building, and may differ from your measured energy use.
- All values are annualized to a 12-month period.
- Source Energy includes energy used in generation and transmission to enable an equitable assessment.

<b>Tenant Floor/Suite Usable Floor Area(sq. ft.)</b>	100,000
<b>Is the tenant space office space only?</b>	Yes
<b>Does this tenant floor/suite have the required meters?</b>	Yes
<b>Weekly Operating Hours</b>	60
<b>Number of Workers on Main Shift</b>	250
<b>Are thermostats in the tenant space set back on nights and weekends?</b>	Yes
<b>Building orientations for which the tenant floor/suite has exterior exposure:</b>	North East South West
<b>Percentage of tenant floor/suite exterior walls which are glass:</b>	26-50%

[Delete This Tenant Floor/Suite](#)

Deleting your tenant space will be permanent. Proceed with caution.

# Tenant Tool: Summary of Overall Tenant Space Metrics

### Overall Tenant Space Metrics 🔍

<b>Estimated Source Energy (kBtu/ft²):</b>	97.3 - 104.1
HVAC (kBtu/ft²):	65.8 - 72.6
Lighting (kBtu/ft²):	15.8
Plug load (kBtu/ft²):	15.7
<b>Estimated Site Energy (kBtu/ft²):</b>	38.5 - 41.4
HVAC (kBtu/ft²):	27.3 - 30.1
Lighting (kBtu/ft²):	5.6
Plug load (kBtu/ft²):	5.6
<b>Target Tenant Space LEUI (kWh/ft²):</b>	1.7
<b>Estimated Tenant Space LEUI (kWh/ft²):</b>	1.65
<b>Estimated LEUI at or below your target value?</b>	Yes <span>✔</span>

Notes:

- All values are annualized to a 12-month period. Source Energy includes energy used in generation and transmission to enable an equitable assessment.
- To view LEUI for individual floors/suites, click on the Floor/Suite name, then go to the Lighting tab

# Tenant Tool: Tips & Tricks for Multiple Suites/Floors

- If your Tenant Space includes multiple floors/suites, choosing names for each floor/suite in advance will help organize the information, ensuring that all space has been accounted for.

Floor/Suite Name	Floor/Suite Gross Floor Area	Action
<a href="#">Floor 1</a>	100,000 sq. ft.	I want to... ▼
<a href="#">Floor 2</a>	100,000 sq. ft.	I want to... ▼
<a href="#">Floor 3</a>	75,000 sq. ft.	I want to... ▼

- The evaluation of the lighting requirement (for purposes of determining eligibility for recognition) is based on a weighted average of all your tenant floor/suites.
  - Your estimated LEUI needs to be below your target LEUI for the **entire Tenant Space only** – you won't be ineligible if one floor/suite does not meet the LEUI target, as long as the other floors/suites are efficient enough to compensate.

# Tenant Tool: Tips & Tricks for Multiple Suites/Floors

- After you enter your first floor/suite, you will note that below the floor/suite table on the Tenant Home Page, there are two Gross Floor Areas (GFAs) displayed:
  - Sum of Tenant Floor/Suite GFA
  - Tenant Space (Property) GFA from Portfolio Manager (The value you entered when you first set up your property, before accessing the Tenant Tool)
- To be eligible for recognition, **these values need to match up**
  - For example, below “Floor 1” & “Floor 2” only account for 200,000 sq. ft. out of the total 275,000 sq. ft. that this tenant occupies in the building. Remaining floors/suites will need to be added to account for the missing 75,000 sq. ft.

Floor/Suite Name	Floor/Suite Gross Floor Area	Action
<a href="#">Floor 1</a>	100,000 sq. ft.	I want to... ▼
<a href="#">Floor 2</a>	100,000 sq. ft.	I want to... ▼
<a href="#">Sum of Tenant Floor/Suite GFA:</a>		200,000 (sq. ft.)
<a href="#">Tenant Space (Property) GFA (from Portfolio Manager):</a>		275,000 (sq. ft.)



# Tenant Tool: Tips & Tricks for Multiple Suites/Floors

Equipment Information for Tenant Space Office (US) - Floor 2

Please provide answers to the following questions.

If you have very similar equipment information from another tenant floor/suite, you can copy the information that you have entered for the below:

Select a floor/suite

Select a floor/suite

Floor 1

Equipment	Total Number	Number ENERGY STAR Certified
Laptop Computers	250	200
Desktop Computers(non server)	70	25
Conference Room Large Screen Displays	5	5
Desktop Printers	2	
Full Sized Copy Machines/Printers/Scanners	5	5
Refrigerators	5	5
Commercial Coffee Makers	10	10
Vending Machines	2	2
Multi-Media Projectors	5	N/A
Microwave Ovens	5	N/A
Residential Coffee Makers/Beverage Heaters	2	N/A
Servers	5	5

Equipment	Total Number	Number ENERGY STAR Certified	Number of ENERGY STAR Certified Unknown?
Laptop Computers	* 250	200	<input type="checkbox"/>
Desktop Computers(non server)	* 70	25	<input type="checkbox"/>
Conference Room Large Screen Displays	* 5	5	<input type="checkbox"/>
Desktop Printers	* 2		<input checked="" type="checkbox"/>
Full Sized Copy Machines/Printers/Scanners	* 5	5	<input type="checkbox"/>
Refrigerators	* 5	5	<input type="checkbox"/>
Commercial Coffee Makers	* 10	10	<input type="checkbox"/>
Vending Machines	* 2	2	<input type="checkbox"/>
Multi-Media Projectors	* 5	N/A	
Microwave Ovens	* 5	N/A	
Residential Coffee Makers/Beverage Heaters	* 2	N/A	
Servers	* 5	5	<input type="checkbox"/>

# Tenant Application: "Not Eligible"

## Tenant Space: Tenant Space Office (US)

Portfolio Manager Property ID: 6569069



**Building Name:** Test Tenant Space

123 Main Street, Arlington, VA 22206

[Building Gross Floor Area:](#) 1,000,000 (sq. ft.)

[Edit Building Information](#)



Not Eligible to Apply for Tenant Space Recognition

Get started adding individual tenant floors/suites. To see if your tenant space qualifies for recognition, you must include all floors/suites you occupy in the building.

Tenant Floors/Suites (2)

[Add a Tenant Floor/Suite](#)

### Overall Tenant Space Metrics

**Estimated Source Energy (kBtu/sq. ft.):** 48 - 54.9

HVAC (kBtu/sq. ft.): 40.5 - 47.4

Lighting (kBtu/sq. ft.): 1.1

Plug load (kBtu/sq. ft.): 6.5

**Estimated Site Energy (kBtu/sq. ft.):** 17.2 - 19.6

HVAC (kBtu/sq. ft.): 14.5 - 16.9

Floor/Suite Name	Floor/Suite Gross Floor Area	Action
<a href="#">Floor 1</a>	100,000 sq. ft.	I want to... ▾
<a href="#">Floor 2</a>	100,000 sq. ft.	I want to... ▾
<a href="#">Sum of Tenant Floor/Suite GFA:</a>		200,000 (sq. ft.)
<a href="#">Tenant Space (Property) GFA (from Portfolio Manager):</a>		275,000 (sq. ft.)

[Download All Tenant Floors/Suites](#)

# How to Apply for Recognition



# Tenant Space Recognition Application: Getting Started

[Tenant Space Office \(US\)](#) > Tenant Recognition Homepage

## Tenant Space: Tenant Space Office (US)

Portfolio Manager Property ID: 6569069

**Building Name:** Test Tenant Space  
123 Main Street, Arlington, VA 22206  
[Building Gross Floor Area:](#) 1,000,000 (sq. ft.)  
[Edit Building Information](#)

Get started adding individual tenant floors/suites. To see if your tenant space qualifies for recognition, you must include all floors/suites you occupy in the building.

Tenant Floors/Suites (3)

[Add a Tenant Floor/Suite](#)

### Overall Tenant Space Metrics ?

Estimated Source Energy (kBtu/sq. ft.):	47.5 - 54.4
HVAC (kBtu/sq. ft.):	40.5 - 47.4
Lighting (kBtu/sq. ft.):	1
Plug load (kBtu/sq. ft.):	6
Estimated Site Energy (kBtu/sq. ft.):	17 - 19.4

Floor/Suite Name	Floor/Suite Gross Floor Area	Action
<a href="#">Floor 1</a>	100,000 sq. ft.	I want to... <input type="button" value="v"/>
<a href="#">Floor 2</a>	100,000 sq. ft.	I want to... <input type="button" value="v"/>
<a href="#">Floor 3</a>	75,000 sq. ft.	I want to... <input type="button" value="v"/>
<a href="#">Sum of Tenant Floor/Suite GFA:</a>		275,000 (sq. ft.)
<a href="#">Tenant Space (Property) GFA (from Portfolio Manager):</a>		275,000 (sq. ft.)

[Download All Tenant Floors/Suites](#)

# About Your Tenant Space

## About Your Tenant Space

Property Name: Tenant Space Office (US)

Portfolio Manager Property ID: 6569069

Property Address: 123 Main Street  
Arlington, VA 22206

[Edit Address](#)

County:

Tenant Space (Property) GFA: 275,000 Sq.Ft.

## Your Application Progress

▶ About Your Tenant Space

▶ Contact Information

▶ Award Information

▶ Generate for Signatures

▶ Site Visit

▶ Revise & Regenerate (if necessary)

▶ Submit Application

## Your Tenant Space's Listing in the [Registry of ENERGY STAR Buildings](#)

Property Name for Building Registry:


\*

This is the name for your property that will appear in the ENERGY STAR Building Registry. It does not have to be the same name that you use for the property in Portfolio Manager.

Tenant Space Photo (optional):

[Browse](#)

Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

 The tenant space photo submitted with the application cannot be changed on the Registry of ENERGY STAR Qualified Buildings until the next time the property receives tenant space recognition.

## About Your Tenant Floor/Suite

Tenant Floor/Suite Name: Floor 1

Tenant Floor/Suite Usable Floor Area (Sq.Ft.): 100,000 Sq.Ft.

## About Your Tenant Floor/Suite

Tenant Floor/Suite Name: Floor 2

Tenant Floor/Suite Usable Floor Area (Sq.Ft.): 100,000 Sq.Ft.

## About Your Tenant Floor/Suite

Tenant Floor/Suite Name: Floor 3

Tenant Floor/Suite Usable Floor Area (Sq.Ft.): 75,000 Sq.Ft.

# Contact Information

## Contact Information for your application

Who is the [Application Primary Contact](#) (the person we should call with any questions on this application)?

\*  [Add a Contact](#)  
37 Central Avenue  
Fairfax, VA 22031

Who is the [signatory](#) for this application?

\*  [Add a Contact](#)  
1234 Center Way  
Silver Spring, MD 20910

Who is the [Licensed Professional](#) who will be certifying this application?

\*  [Add a Licensed Professional](#)  
1010 School Street  
Fairfax, VA 22031

## Your Application Progress

✔ About Your Tenant Space

▶ Contact Information

▶ Award Information

▶ Generate for Signatures

▶ Site Visit

▶ Revise & Regenerate (if necessary)

▶ Submit Application

# More Details: Licensed Professional (LP) Requirements

- **To verify applications for ENERGY STAR recognition, EPA requires an individual LP to meet the following qualifications:**
  - Possess a current license in any U.S. State, Canadian Province, or territory of the U.S. or Canada as a Professional Engineer (PE) or Registered Architect (RA) and be in good standing;

**(Note: the LP does not need to hold a PE or RA license in the state in which the space he/she is verifying is located.)**

  - Have a working knowledge of energy use in office spaces, including energy metering and lighting fixture types and controls.
  - Understand all applicable state and territorial engineering and architectural licensure laws, professional ethics requirements, and regulations prior to offering or performing services in a jurisdiction.
- **Only LPs meeting these qualifications are eligible to verify commercial Tenant Spaces for ENERGY STAR recognition.**
- **LPs do not need to be from third-party organizations**, and may be employees of the applicant organization, but they are to provide unbiased services and are bound by law to uphold strict ethical standards.
- **The LP must verify that the information contained in the application is accurate to the best of their knowledge**, based on a site visit to the space, their technical expertise, and a good faith effort to comply with the given instructions.

## Licensed Professionals

You must have a [Licensed Professional](#), or their designated representative, conduct a site visit in order to provide a professional observation of your property.

Professionals will only appear on this list if you have entered a license number and a state for the contact. [Add/Edit Contacts](#) to make any necessary changes.



# Award Information

## Delivering Your Award

To whom should we mail the ENERGY STAR Tenant Space Decal and Congratulations Letter?

\*  [Add a Contact](#)

To whom should the [Congratulations Letter](#) be addressed and the ENERGY STAR Tenant Space Decal will be awarded?

First Name: \*

Last Name: \*

## Your Application Progress

✔ About Your Tenant Space

✔ Contact Information

▶ Award Information

▶ Generate for Signatures

▶ Site Visit

▶ Revise & Regenerate (if necessary)

▶ Submit Application



# Generate Application for Signatures

**Your Application Progress**

- ✓ About Your Tenant Space
- ✓ Contact Information
- ✓ Award Information
- ▶ **Generate for Signatures**
- ▶ Site Visit
- ▶ Revise & Regenerate (if necessary)
- ▶ Submit Application

Generate Your Application for Signatures

The Tenant Tool generates a downloadable PDF of your application. Your application must be signed and stamped by a qualified [Licensed Professional](#) (i.e., Professional Engineer (PE) or Registered Architect (RA)) before it is submitted to EPA.

**Download Current Application for Professional Signatures**


	Tracking # ↓	Date Generated
<input type="checkbox"/>	<a href="#">APP-20200813-0001-6568940</a> (Current Version)	08/13/2020
<input type="checkbox"/>	<a href="#">APP-20200813-0000-6568940</a>	08/13/2020

[Delete Selected Applications](#)

**Generate New Application for Download**

OMB No. 2060-0347

## ENERGY STAR® Tenant Space Recognition Application



LEARN MORE AT energystar.gov

**About the Tenant Organization**

**Tenant Space Office (US)**

**Registry Name:** Tenant Space Office (US)  
**Property Type:** Office  
**Tenant Space (Property) GFA (ft<sup>2</sup>):** 275,000  
**Year Building was Built:** 1975

**Property & Contact Information**

**Property Address**  
 123 Main Street  
 Arlington, VA 22206

**Property ID:** 6569069

**Primary Contact**  
 Amy Tennant  
 37 Central Avenue  
 Fairfax, VA 22031  
 703-555-4123  
 amy.tennant@tennantservices.com

**Criteria To Apply for Recognition**

Below are the criteria that the tenant and Licensed Professional (LP) must confirm have been met, with check boxes for both parties to complete. The tenant will first check off the criteria that are met, and then provide to the LP for verification. The LP will affix their professional stamp on the last page, and then send the application back to the tenant for their signature, before final submission to EPA. Refer to the Application Guide and Guide for LPs for detailed instructions.


**1. Confirm Eligibility**

		Verify that the tenant space:
Tenant	LP	
<input type="checkbox"/>	<input type="checkbox"/>	Is operated solely as office/financial office space. It may include a data center, and may be a non-diagnostic medical office.
<input type="checkbox"/>	<input type="checkbox"/>	Represents all the tenant's usable square footage of office space in the building.



# Site Visit

## Site Visit Performed

Performed On:  

Performed By:  [Add a Contact](#)

1010 School Street  
Fairfax, VA 22031

Verified By:  [Add a Licensed Professional](#)

LP Company  
1010 School Street  
Fairfax, VA 22031

## Site Visit Results

Based on your application, did your licensed professional find any issues?

Yes  No

## Your Application Progress

✓ About Your Tenant Space

✓ Contact Information

✓ Award Information

✓ Generate for Signatures

▶ Site Visit

▶ Revise & Regenerate (if necessary)

▶ Submit Application

# Revise and Regenerate

## Necessary Revisions

Do you still need to revise your application based on your site visit or application processing?

- No. I do not need to make any additional revisions at this time.
- Yes. I still need to make revisions.

➔ [Edit Basic Building Information](#) (if necessary)

➔ [Edit Tenant Suite Information](#) (if necessary)

Have you completed any necessary revisions since you last generated your application?

- \*  Yes. I completed additional revisions since I last generated my application.

Because you have made changes, you'll need to download the application signatures again before having it signed

[Generate Revised Application](#)

## Your Application Progress

✔ [About Your Tenant Space](#)

✔ [Contact Information](#)

✔ [Award Information](#)

✔ [Generate for Signatures](#)

✔ [Site Visit](#)

▶ [Revise & Regenerate \(if necessary\)](#)

▶ [Submit Application](#)

# Submit Application

## Attach Signed Document

Scan and attach a signed and stamped copy of your application. This includes a stamp and signature from your licensed professional (in the site visit section) and a signature from your primary contact (in the letter of agreement section). The signatures must be on the [most recent saved version of your application](#).

Application Tracking Number:

\*  APP-YYYYMMDD-0000-00000

The application tracking number ensures that the signed copy you are submitting is the most recent saved version of your application. You can find your number in the footer of every page of your application.

[See Example](#)

Attach Signed Document

\*

Click "Browse" to select the application file on your computer.

Attached: [Tenant Space Sample Application Final Signed.pdf](#)

## Attach Procurement Policy

A procurement policy is required to be in place to purchase efficient or ENERGY STAR Certified equipment for your tenant space. Click [here](#) for more information.

Attach Procurement Policy

\*

Click "Browse" to select the procurement policy file on your computer and then click "Upload" to attach.

Attached: [Sample Procurement Policy.pdf](#)

## Your Application Progress

- ✓ About Your Tenant Space
- ✓ Contact Information
- ✓ Award Information
- ✓ Generate for Signatures
- ✓ Site Visit
- ✓ **Revise & Regenerate (if necessary)**
- ▶ **Submit Application**

# Submit Application

Please E-Sign Your Application ✕

I hereby certify that my application is complete and correct to my knowledge.

Username \*

Password \*

[Submit to EPA](#) [Cancel](#)

### Your Application Progress

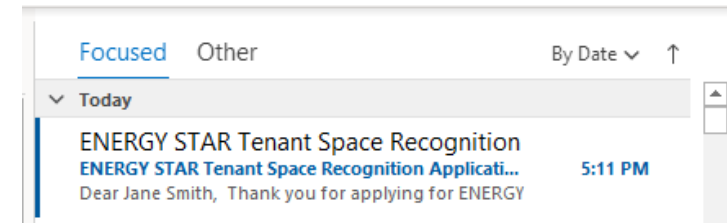
- ✔ About Your Tenant Space
- ✔ Contact Information
- ✔ Award Information
- ✔ Generate for Signatures
- ✔ Site Visit
- ✔ Revise & Regenerate (if necessary)
- ▶ **Submit Application**

# See Your Application Through to Award



# Check for Email Notifications

- Applications will generally be reviewed within 1-2 weeks of submission.
- The Primary Contact for the Application should keep an eye out for an email from the ENERGY STAR Tenant Space Recognition Team, which will contain notice of the application's approval or follow-up questions requiring a response.
- Within 4-6 weeks of approval, the designated Award Contact will receive an award package containing certificate, congratulatory letter, and decal.



# View Tenant Spaces that have Earned Recognition

- Dozens of properties have earned the ENERGY STAR Tenant Space designation by meeting EPA's energy design criteria and demonstrating that they've taken steps to reduce their energy consumption. A list of these properties can be found [here](#).



# Questions?

**Slides will be sent to all webinar registrants after today's session**

If you have any questions on Portfolio Manager  
or the ENERGY STAR program, contact us at:  
[www.energystar.gov/BuildingsHelp](http://www.energystar.gov/BuildingsHelp)

