### Example energy data verification form

Note: EPA used a mail merge to fill in the property information before sending to competitors.

*To receive recognition in the competition for the building listed below, please verify the data as requested, complete steps 1–6 of the form, and submit it to the competition team by* ***[DUE DATE]****.*

***Note:*** *If there was any vacant space or construction during the competition period, this building may not be eligible to receive recognition.*

**Step 1:** Verify building name

**Portfolio Manager Property ID: [1234567]  
Property Name:** **[Example Property Name]**  
(*This is the name that will be used on the recognition certificate and in public-facing materials)*

Yes, this is how the property name should appear on the recognition certificate and in EPA outreach materials.

No, this is incorrect. I would like the name of the revised property to be listed as:

Click here to enter text.

**Step 2:** Verify building address

**Property Address: [Street Address, City, State, Zip]** Yes, the building address is correct.  No, this is incorrect. I have corrected the address in Portfolio Manager to read:

Click here to enter text.

**Step 3:** Verify gross floor area: **[30,000]** **square feet**

The square footage must include all supporting functions, such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atriums, vent shafts, etc.

Note that existing atriums should only include the base floor area that they occupy. Interstitial (plenum) space between the floors should not be included in the total.

Finally, gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area.

Yes, this is correct.  No, this is incorrect. I have added and/or corrected this data in my Portfolio   
 Manager account, and resubmitted my property data using this link:

**[https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/xxxx]**

**Step 6:** Submit

Please email a saved or scanned version of this document, in PDF format, with the subject line “**[Organization Name] *Competition Verification Form***.”

**Please do not send directly from the scanner.** If this is a hardship, please contact us to make other arrangements.

**Step 5:** Signature & Stamp of Professional Engineer or Registered Architect

I certify that the information contained on this form is true and accurate to the   
best of my knowledge.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 4:** Verify meter data

Verify that each energy meter entry that appears in Portfolio Manager for the baseline and competition periods   
**[START DATE to END DATE]** is correct and matches the actual meter readings as reported by the utility.

Also verify that ALL energy use associated with this property is represented in Portfolio Manager, that no meter is shared with another property, and that the property was operating business as usual throughout the competition period.

Yes, all meters are represented and all entries are correct.  No, one or more meters, or meter entries, is incorrect or   
 missing. I have added and/or corrected them in my Portfolio   
 Manager account, and resubmitted my property data using   
 this link:

**[https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/xxxx]**