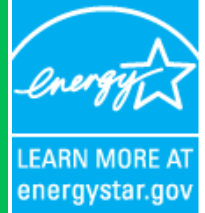


ENERGY STAR® Tenant Space Recognition Application



About the Tenant Organization

Sample Tenant Space Property

Registry Name: Sample Tenant Space Property
Property Type: Financial Office
Tenant Space (Property) GFA (ft²): 8,000
Year Building was Built: 2000

Property & Contact Information

Property Address
 123 Main Street
 Washington, DC 20004

Property ID: 12639684

Primary Contact
 Amy Tenant
 37 Central Avenue
 Fairfax, VA 22031
 17035554123
 amy.tenant@tenantservices.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

Tenant	LP	Verify that the tenant space:
<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.
<input type="checkbox"/>	<input type="checkbox"/>	Is located in the United States.
<input type="checkbox"/>	<input type="checkbox"/>	Tenant agrees to share with the landlord, upon landlord's request, energy and other data needed to facilitate whole building benchmarking.

2. Verify Metering Compliance

Tenant	LP	Meter Energy Consumption
<input type="checkbox"/>	<input type="checkbox"/>	Requirement: Install appropriate metering that enables accurate monitoring and tracking of the tenant's contribution to total building energy use.
<input type="checkbox"/>	<input type="checkbox"/>	Meters are in place to measure and allow tracking of all energy loads for which tenant has full operational control, on at least a monthly basis.
<input type="checkbox"/>	<input type="checkbox"/>	Meters are rated with an accuracy of +/- 2%, as verified by the manufacturer through published specifications or a letter of attestation.

3. Review of Tenant Space Information

Data Overview		
Building Name Sample Building	Sum of Tenant Floor/Suite Gross Floor Area (ft²) 8,000	Target Tenant Space LEUI (kWh/ft²) 1.70
Year Building was Built 2000	Tenant Space (Property) GFA (ft²) 8,000	Estimated Tenant Space LEUI (kWh/ft²) 1.65
Total Number of Conditioned Floors in Building 4-5	Estimated Tenant Space Site Energy (kBtu/ft²): 38.5 - 41.4 HVAC (kBtu/ft²): 27.3 - 30.1 Lighting (kBtu/ft²): 5.6 Plug Load (kBtu/ft²): 5.6	Estimated LEUI at or below your target value? Yes
Heating Fuel for the Building Fossil Fuel/Steam/Other	Estimated Tenant Space Source Energy (kBtu/ft²): 97.3 - 104.1 HVAC (kBtu/ft²): 65.8 - 72.6 Lighting (kBtu/ft²): 15.8 Plug Load (kBtu/ft²): 15.7	
Building Gross Floor Area (ft²) 200,000		

Summary of Tenant Floor/Suite Characteristics						
Tenant Floor/Suite Name	Usable Floor Area (ft ²)	Weekly Operating Hours	Number of Workers on Main Shift	Thermostat Setbacks	Orientation of Exterior Exposure	Percentage of Exterior Walls which are Glass
First Floor Office Suite	5,100	45	6	Yes	North	26-50%
Second Floor Office Suite	2,900	50	13	Yes	East	11-25%

Tenant	LP	
<input type="checkbox"/>	<input type="checkbox"/>	The floor/suite information listed above accurately represents floor/suite characteristics, and accounts for all of the office space the tenant occupies within the building.

Summary of Tenant Floor/Suite Equipment

Tenant Floor/Suite Name First Floor Office Suite	Equipment	Total Number	Number ENERGY STAR Certified	Number of ENERGY STAR Certified is Unknown
	Laptop Computers	6	6	<input type="checkbox"/>
	Desktop Computers(non server)	0	0	<input type="checkbox"/>
	Conference Room Large Screen Displays	1	1	<input type="checkbox"/>
	Desktop Printers	3	3	<input type="checkbox"/>
	Full Sized Copy Machines/ Printers/Scanners	1		<input checked="" type="checkbox"/>
	Refrigerators	0	0	<input type="checkbox"/>
	Commercial Coffee Makers	0	0	<input type="checkbox"/>
	Vending Machines	1	1	<input type="checkbox"/>
	Multi-Media Projectors	1	N/A	
	Microwave Ovens	1	N/A	
	Residential Coffee Makers/ Beverage Heaters	1	N/A	
	Servers (from a Server Closet, not from a Data Center)	21	21	<input type="checkbox"/>

Tenant Floor/Suite Name Second Floor Office Suite	Equipment	Total Number	Number ENERGY STAR Certified	Number of ENERGY STAR Certified is Unknown
	Laptop Computers	9	9	<input type="checkbox"/>
	Desktop Computers(non server)	4	4	<input type="checkbox"/>
	Conference Room Large Screen Displays	2	2	<input type="checkbox"/>
	Desktop Printers	4	4	<input type="checkbox"/>
	Full Sized Copy Machines/ Printers/Scanners	0	0	<input type="checkbox"/>
	Refrigerators	1	1	<input type="checkbox"/>
	Commercial Coffee Makers	1		<input checked="" type="checkbox"/>
	Vending Machines	1		<input checked="" type="checkbox"/>
	Multi-Media Projectors	2	N/A	
	Microwave Ovens	1	N/A	
	Residential Coffee Makers/ Beverage Heaters	0	N/A	
	Servers (from a Server Closet, not from a Data Center)	0	0	<input type="checkbox"/>

Sleep Settings: The tenant has confirmed that the sleep settings for computer equipment have been enabled, or will be enabled once computers are installed.

Tenant	LP	
<input type="checkbox"/>	<input type="checkbox"/>	The equipment counts listed above are reasonable given the characteristics of the tenant space (e.g., square feet, activity level).

Summary of Tenant Floor/Suite Lighting

Tenant Floor/Suite Name First Floor Office Suite	Fixture Name	Light Source	Number of Bulbs	Bulb Wattage	Fixture Wattage	Total Number of Fixtures	Motion Sensor	Daylight Sensor	Tuning
	A - 2x4 Recessed	Fluorescent Tube (T8, T5)	2	28	N/A	42	Occupancy	Yes	Yes
	B - 2x2 Recessed	Fluorescent Tube (T8, T5)	2	14	N/A	2	Occupancy	No	No
	C - 2x2 Recessed	Fluorescent Tube (T8, T5)	2	14	N/A	8	Occupancy	No	No
	D - Under Cabinet	Fluorescent Tube (T8, T5)	1	14	N/A	4	None	No	No
	E - 1x4 Strip Fixture	Fluorescent Tube (T8, T5)	2	32	N/A	44	Occupancy	No	No
	F - 2x2 Recessed	Fluorescent Tube (T8, T5)	2	28	N/A	4	Occupancy	No	No

Tenant Floor/Suite Name Second Floor Office Suite	Fixture Name	Light Source	Number of Bulbs	Bulb Wattage	Fixture Wattage	Total Number of Fixtures	Motion Sensor	Daylight Sensor	Tuning
	G - 2x4 Recessed	LED Bulb or TLED	2	15	N/A	20	Occupancy	No	No
	H - 2x2 Recessed	LED Bulb or TLED	2	10	N/A	26	Occupancy	No	No
	I - 2x2 Recessed	LED Bulb or TLED	2	10	N/A	2	Occupancy	No	No
	J - 1x4 Strip Fixture	LED Fixture	N/A	N/A	30	1	None	No	No
	K - 1x4 Direct/ Indirect Linear Pendant	LED Bulb or TLED	1	30	N/A	2	None	No	No
	L - Under Cabinet Fixture	LED Fixture	N/A	N/A	15	8	None	No	No
	M - 6" Downlight	LED Fixture	N/A	N/A	15	7	None	No	No
	N - 2x2 Recessed	LED Bulb or TLED	2	10	N/A	13	None	No	No

Tenant	LP	
<input type="checkbox"/>	<input type="checkbox"/>	The lighting information listed above accurately and fully represents the lighting fixtures found in the respective tenant floors/suites (specialty/task lighting excluded), and in total accurately and fully represents the lighting fixtures found in the tenant space.

Procurement Policy

Before submitting the final application to EPA, the applicant will need to upload a written procurement policy that includes language specifying that the tenant will procure ENERGY STAR certified equipment when available and whenever possible. The LP does not need to review the procurement policy, but should confirm that the policy is in effect and that the applicant will upload it with the application.

4. Signature & Stamp of Verifying Licensed Professional

_____ (Name) visited this site on _____ (Date). Based on the conditions observed at the time of the visit to this property, I verify that the information contained within this application is accurate and in accordance with the ENERGY STAR Tenant Space Guide for Licensed Professionals.

Signature: _____

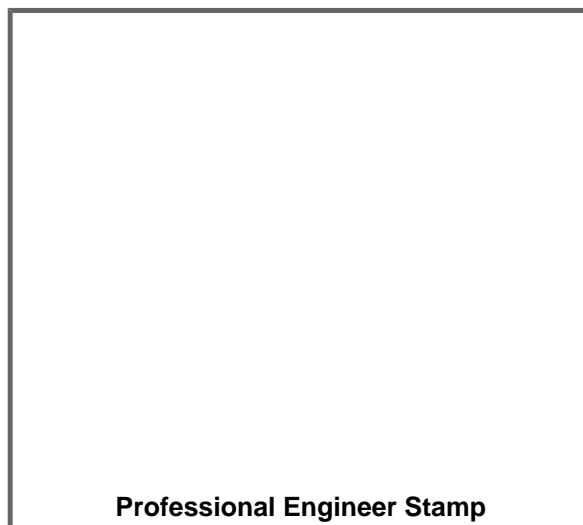
Date: _____

Licensed Professional

License: U.S. License 1234567899 in VA

Jane TheLP
1010 School Street
Fairfax, VA 22031
703-555-4321
janethelp@example.com

Note: When applying for ENERGY STAR Tenant Space Recognition, the signature of the Verifying Professional must match the stamp.



5. Signatory Agreement

I hereby nominate the above described tenant space for award of the ENERGY STAR Tenant Space recognition. I have provided a copy of the **ENERGY STAR Tenant Space Guide for Licensed Professionals** to our Licensed Professional (LP) for reference. This space meets the conditions necessary to qualify as an ENERGY STAR Tenant Space. I will assist EPA, if requested, in verifying any information included in this application. Furthermore, I agree to associate the ENERGY STAR Tenant Space logo only with the space listed in this application and to adhere to the [ENERGY STAR Identity Guidelines](#).

Signature (must be a direct employee of the tenant organization): _____

Date: _____

Signatory Name: Joe Owner

The government estimates the average time needed to fill out this form is 5 hours (includes the time for entering energy data, Licensed Professional facility inspection, and notarizing) and welcomes suggestions for reducing this level of effort. Send comments (referencing OMB control number) to the Director, Collection Strategies Division, U.S., EPA (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460