

Request for Residential Tenant Information: District Benchmark Requirements (2010)



Date: [INSERT]

From: [PROPERTY OWNER]

[ADDRESS]

[CITY, STATE, ZIP]

To: [TENANT]

[ADDRESS]

[CITY, STATE, ZIP]

Dear Tenant:

The District Department of the Environment (DDOE) is pleased to announce a new citywide effort to monitor our building energy and water performance and promote greater efficiency and savings. Starting in 2011, the District of Columbia's Green Building Act requires owners of large buildings to benchmark the energy and water consumption of their buildings using calendar year 2010 information. This law was passed so that owners and building tenants can more readily assess the performance of buildings when making leasing, purchasing, and management decisions. Building owners will be required to report benchmark results for the previous calendar year to DDOE annually. In order to comply with the law and to receive the most accurate results, we need to collect some basic utility and space use information from you. While residential tenant participation is voluntary, we appreciate your assistance with this information request, as it will help us to meet District requirements. Accurate energy and water use information will also help us to identify where improvements can be made to make this building a more affordable and comfortable place to live. The utility information requested can be found on your monthly utility bills and will take only a few minutes to enter onto the form below.

Thank you very much for your assistance. All information you provide will be confidential and will be used solely for completion of the necessary benchmarking documentation. Please fill out this form and return it as soon as possible.

Please return the completed form by [OWNER INSERT DATE] to:

[INSERT OWNER ADDRESS]

For information on energy benchmarking in the District, please visit: <http://green.dc.gov/energybenchmarking>

For questions regarding this form, please contact [INSERT OWNER CONTACT INFORMATION]

Residential Tenant Energy Data Form

Resident Name: _____

Owner (if not current resident): _____

Unit Number: _____

Enter the utility use for your space where you directly pay the energy bills. Enter the information covering the period covering calendar year 2010. Most bills will not begin on January 1, 2010, so please provide information that begins with the first bill that includes only 2010 usage and extend through the next 12 months of usage (this may run into part of January 2011). Pepco, Washington Gas, and DC Water include usage for the last 12 months on each bill, so that may help you more easily identify your usage. More utility history is available online or by calling customer service.

Month (fill in the dates on your bills)	Electricity (kWh)	Gas (therms)	Water (kGal)

Optional information:

_____ Number of laundry hookups in each unit

_____ Number of dishwashers in each unit

_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)