



2019 Benchmarking Data Collection – Consultant Requirements

Under 2019 guidelines for Green Up® and Green Up Plus® loans, Borrowers must retain a qualified third-party consultant to collect, input and monitor actual energy and water usage at multifamily properties (Benchmarking Data Consultant) prior to the origination of the loan.

Consultant Qualifications

Qualifications of the Benchmarking Data Consultant must include:

- No less than three years of experience collecting and evaluating multifamily utility consumption data
- Multifamily tenant data collection experience
- Ability for automated data exchange with Portfolio Manager® via Web Services
 - Capacity includes receiving and pushing utility data from/to both Portfolio Manager and utility companies

Consultant Responsibilities

Benchmarking Data Consultant responsibilities include:

- Collect Benchmarking Data, which consists of:
 - All monthly owner-paid energy and water consumption
 - A minimum of 10% tenant-paid energy and water consumption
 - An estimate of the remaining tenant energy and water usage not collected
- Benchmarking Data must be inputted into Portfolio Manager in the same property record created by the Green Consultant at the time of the Green Assessment®
- Review and confirm accuracy of Benchmarking Data. The Benchmarking Data must be continuous, with no gaps from the historical data entered by the Green Consultant at the time of the Green Assessment

Seller/Service Responsibilities

Seller/Service responsibilities include:

- Prior to origination, receive certification from Borrower that a qualified Benchmarking Data Consultant is engaged to collect, input and monitor Benchmarking Data
- Ensure Benchmarking Data collection occurs for the life of the loan by a qualified Benchmarking Data Consultant
- Ensure Borrower assists the Benchmarking Data Consultant as necessary, including obtaining Benchmarking Data from tenants