



How To for Borrowers: Submit Energy Performance Metrics

You are required to submit 2017 Energy Performance Metrics (EPMs) to Fannie Mae in 2018 if your property is **either**:

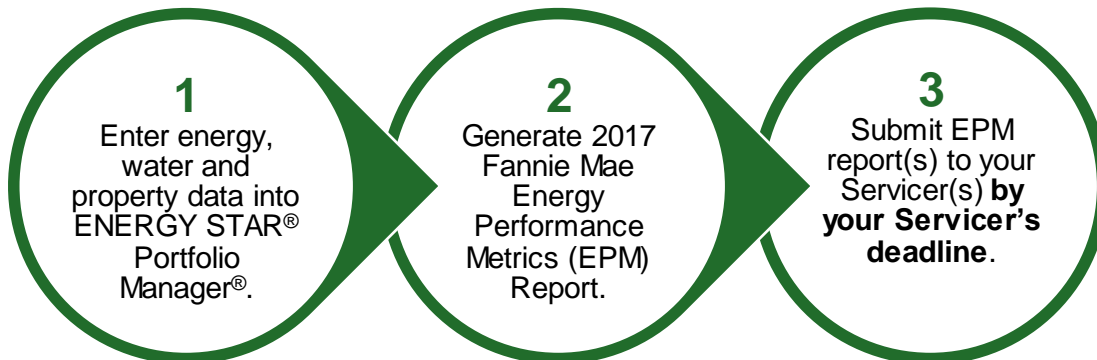
1. Financed with a Green Rewards Mortgage Loan, a Green Preservation Plus Mortgage Loan, or a Mortgage Loan that received a pricing break based on the Property having a Fannie Mae-recognized Green Building Certification.

OR

2. Required to benchmark by local law in one of the following cities:

Atlanta, GA	25,000+SF, master metered	New York, NY	25,000+ SF
Berkeley, CA	50,000+ SF	Orlando, FL	50,000+ SF
Boston, MA	35+ units or 35,000+ SF	Philadelphia, PA	50,000+ SF
Cambridge, MA	50+ units	Portland, ME	50+ units
Chicago, IL	50,000+ SF	Seattle, WA	20,000+ SF
Denver, CO	25,000+ SF	South Portland, ME	10+ units, Mill Creek area
Evanston, IL	50,000+ SF	St. Louis, MO	50,000+ SF
Kansas City, MO	50,000+ SF	Washington, DC	50,000+ SF
Los Angeles, CA	50,000+ SF		

Submit your property’s EPMs in 3 steps:



Questions? Call your Servicer or go to www.fanniemae.greenfinancing.com.



Step 1. Enter Energy, Water, and Property Data into ENERGY STAR® Portfolio Manager®

A Log in to or set up your Portfolio Manager account at www.energystar.gov/portfoliomanager.

B Update or create your property profile.

If submitting for the first time:

- Go to the **My Portfolio** tab and click **Add a Property**. Enter general information about your property and click **Get Started**.
- Enter your property's size, uses, and other details. Click **Add Property**.

You must include your property's irrigated area to generate an EPA Water Score (new for 2018).

To update an existing property:

- Go to the **Details** tab on the page for your property.
- Under **Basic Information**, click **Edit**.
- Under **Property Details**, enter a value for Irrigated Area. If your property has no irrigated area, enter "0" (zero).

ENERGY STAR®
PortfolioManager®

EPA's online energy management and tracking tool enables you to measure and track the energy and water performance of any building over time.
[Register now](#)

Log in
username

password

[Forgot password?](#)
[Forgot username?](#) **LOGIN**

C Enter your property's energy and water cost and consumption data for January - December 2017.

- Go to the **Energy** or **Water** tab in the property profile.
- If submitting for the first time, click **Add a Meter** to set up a meter for each meter serving the property. Enter meter information and click **Get Started**.
- Add meter entries to account for 12 consecutive months of energy and water cost and consumption for your entire property.
- **IMPORTANT: If any data is sampled or modeled instead of historical, you MUST indicate "Estimated" for the meter entry.**
- Select the meters on the page **Select Meters to Include in Metrics** and click **Apply Selections**.

i Your utility may offer web services to automatically upload consumption data to Portfolio Manager. Check with your utility for details.



Step 2. Generate 2017 Fannie Mae EPM Report

- A** Click on this [link](#) or type <https://tinyurl.com/2017FannieMaeEPM> into your web browser to add the 2017 Fannie Mae Energy Performance Metrics Report to your Portfolio Manager account.

IMPORTANT: You MUST use this link to submit the report to your account.

- B** Fill out the form:

- If you are not the property owner, choose **Someone Else** and enter the owner's info.
- Timeframe will automatically be selected.
- To submit one or multiple properties' EPMs to one Servicer:

Your Response

Select Information to Include:

Timeframe: * Single Year Dec 31 2017

If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * - Select Number of Property(ies) -
- Select Number of Property(ies) -
One Property
Multiple Properties
All Properties
Properties in a Group

Generate Response Preview Cancel

- Select **One Property** or **Multiple Properties**.
- Click **Select Properties** to choose which properties to include in your submission.

NOTE: To submit multiple properties' EPMs to different Servicers, complete this process for each servicer.

- C** Click **Generate Response Preview**.

- D** Correct data (if needed):

Portfolio Manager may indicate that you have missing data. If so, click **Read More** and links will be provided to the missing data.

Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

If you change any data, you must generate a new response:

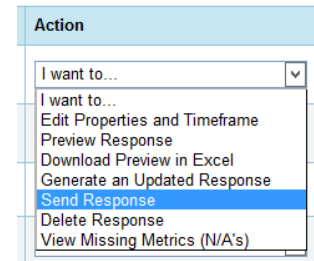
- Return to the **Reporting** tab.
- Locate the 2017 Fannie Mae EPM Report in the list.
- Select **Generate an Updated Response** from the Action menu.



Step 3. Submit the EPM Report to Your Servicer

A When your data is finalized, submit your response:

- Return to the **Reporting** tab.
- Locate the 2017 Fannie Mae EPM Report in the list.
- Select **Send Response** from the Action menu.



B Follow the prompts on the next screen to complete the EPM report submission.

- **Who (besides you) should we send a confirmation e-mail to?** Add any e-mail addresses that you would like to receive a confirmation.
- **What format would you like your data in for the e-mail attachment?** Select Excel.
- **E-Sign your Data Response:** Indicate that you certify your data, enter your log-in credentials to confirm the response, and click **E-Sign Response**. A verification will then appear that indicates “Signed.”
- Click **Submit Data**.

C You will receive an e-mail from Portfolio Manager with the 2017 Fannie Mae EPM Report as an attachment. Forward the e-mail with the attachment or print and send by mail to your Servicer.

NOTE: Repeat all steps for properties for each additional servicer.

For more guidance and information, refer to:

- EPA's [Portfolio Manager Quick Start Guide](#)
- Fannie Mae's [2018 How To for Borrowers – Submit Energy Performance Metrics \(FAQs\)](#)
- EPA's [Interactive Map](#) and [Full List](#) of utilities that offer whole building benchmarking data
- If you have questions on Fannie Mae's reporting process, email mf_operatingstatements@fanniemae.com.