



**Building Owner Utility Release Form**

*Authorization for NJHMFA to Receive Customer Utility Data*

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

To Whom It May Concern:

By signing this release form, the property owner (Owner) grants the New Jersey Housing and Mortgage Finance Agency (NJHMFA) and its designee, a consultant for this initiative, permission to access utility data information for the past two (2) years of and for the following four (4) years from this date for the development/building referenced below. The utility data includes energy consumption, energy demand, energy cost, as well as associated fees and taxes for each billing period. This information will be used to track energy efficiency and consumption of the building indicated below for the express purpose of measuring the success of past energy upgrades, comparing building performance to similar building types and determining need for future energy efficiency improvements.

I am an authorized representative for the development and building listed below and account(s) listed on the following page(s), totaling \_\_\_\_ pages, and represent and warrant that I have full authority to execute this release form on behalf of the Owner. Owner understands that the information obtained as part of this initiative may be released by the NJHMFA to other participating developments upon request for comparison purposes. Comparison reports compiled by the NJHMFA for this program and provided to other developments will not include this development's name or address. Owner understands and acknowledges that such information may be subject to release under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., or other applicable law. Owner understands that each applicable utility provider (Utility) reserves the right to verify this authorization request.

Owner authorizes the Utility to release the requested information on Owner's account or facilities to the NJHMFA or its designee. Owner hereby releases, holds harmless, and indemnifies the NJHMFA and the Utility from any liability, claims, demands, causes of action, damages, or expenses as a result of, but not limited to: 1) any release of information to NJHMFA or its designee pursuant to this Utility Release; or 2) the unauthorized use of this information by NJHMFA or its designee.

Sincerely,

Authorized Representative (signature)

***Please print clearly.***

Authorized Representative Name: \_\_\_\_\_

Development Name: \_\_\_\_\_

Building Service Address: \_\_\_\_\_

Development Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



Energy Benchmarking Survey Form

Please complete one Building Data Form for each building in a development.

BUILDING DATA

Development Name: NJHMFA #:

Address: Year Built:

Electricity Metering (check one): Individually-Metered / Master-Metered

Gas Metering (check one): Individually-Metered / Master-Metered

Total Sq. Ft.: Conditioned Sq. Ft.: Common Area Sq. Ft.:

# of Buildings: # of Floors in each building: # of Elevators:

Past Energy-Efficiency Work Completed (select all that apply and include year implemented):

Table with 2 columns: Energy-Efficiency Improvement, Year implemented. Rows include ENERGY STAR Homes Certification, Solar Photovoltaic, Green Future, Cogeneration, Solar Hot Water, Windows, Lighting, and Other.

Please include all types of energy used. Complete additional forms as needed when utility information differs by building.

METER INFORMATION

Electric Utility Name:

Account Number(s):

Natural Gas Utility Name:

Account Number(s):

Fuel Oil Utility Name:

Account Number(s):

Other Meters-not including water or sewer (e.g. Renewable Energy, Propane, Cogeneration):

Utility Name & Account Number(s):

Utility Name & Account Number(s):

Utility Name & Account Number(s):



**BUILDING SYSTEM CHARACTERISTICS (OPTIONAL):**

***Please check all that apply:***

**Heating System Type:**

- Furnace
- High Efficiency Condensing  
Furnace
- High Efficiency Condensing  
Burner
- Hot Water Boiler
- Steam Boiler
- Heat Pump
- High Efficiency Variable  
Heat Pump
- Ground Source Heat Pump
- Packaged Terminal Air  
Conditioner (PTAC) Unit
- Cogeneration (CHP)
- Special Description:

**Cooling system type:**

- Chiller
- Wall Unit (in each Apt.)
- Cooling Tower
- Window Unit (in each Apt.)
- Compressor (mini-split)
- Compressor (ducted)
- Ground Source Heat Pump
- Packaged Terminal Air  
Conditioner (PTAC) Unit
- Special Description:

**Building type:**

- Wood or steel frame
- Solid Concrete
- Masonry
- Modular
- Structurally insulated panels  
(SIPS)
- Other type: