



## Data Exchange Request Form

**1. Applicability:** This form is required for setting up data exchange between NW Natural and ENERGY STAR® Portfolio Manager (ESPM). This form is only necessary for buildings with separately metered tenants, or for single meter premises where the owner or property manager is unable to view account history through an online account at [www.nwnatural.com](http://www.nwnatural.com).

If fewer than five (5) separately metered residential tenants or fewer than three (3) separately metered commercial tenants occupy the building, a tenant release form is also required. This form can be found at [www.nwnatural.com/business/benchmarking](http://www.nwnatural.com/business/benchmarking). Please note that if five or more separately metered tenants occupy the building, or if the building is owner-managed, individual tenant release forms are not required.

**2. Instructions:**

(a) Before completing this form, please set up your ENERGY STAR Portfolio Manager Account. Your ESPM Account ID number and ENERGY STAR Property ID number are required on this form to perform the data exchange. You can find instructions for creating your account at [www.energystar.gov/buildings/benchmark/get-started](http://www.energystar.gov/buildings/benchmark/get-started).

(b) Please input the information for your building(s) in the table below. Use one line for each building.

(c) Enter all the natural gas meters for each building in "Column F". Separate the meter numbers with commas (i.e. 1234567, 9101112, 3141516) You can find the meter numbers on your NW Natural bills, or on the physical meters. For pictures of where to find your meter numbers, please visit our website at [www.nwnatural.com/business/services/business-benchmarking](http://www.nwnatural.com/business/services/business-benchmarking).

(d) When you have completed this form, save it for your records and email it to [BenchmarkingBuilding@NWNatural.com](mailto:BenchmarkingBuilding@NWNatural.com).

(e) If applicable, complete the tenant release forms, save for your records and email them to [BenchmarkingBuilding@NWNatural.com](mailto:BenchmarkingBuilding@NWNatural.com).

**3. Data aggregation:** NW Natural will provide "whole building" data. This means the natural gas usage for all the meters for each building will be aggregated into one natural gas usage figure for that building. You must provide accurate numbers for all the natural gas meters that serve your building.

**4. Terms of Use:** By completing and submitting this form, you acknowledge the following Terms of Use:

(a) The information you provided is complete and accurate to the best of your knowledge.

(b) Any information provided by NW Natural will only be used for ENERGY STAR Portfolio Manager Benchmarking.

(c) You represent the building owner and/or property manager for the building associated with the meter numbers listed below.

(d) You release NW Natural from any claims of any kind relating to any Gas Usage Data provided.

<b>Company Name:</b>	<b>Building Owner</b> <b>Property Manager</b>	<b>Phone:</b>
<b>Requester Name &amp; Title:</b>		<b>Email Address:</b>
<b>ENERGY STAR Portfolio Manager Account ID #:</b>		

Building Name (A)	Address (B)	City (C)	State (D)	Zip Code (E)	Natural Gas Meter Number(s) (F)	ENERGY STAR Property ID #
<i>Example: Tracy Condos East</i>	<i>123 East Main St</i>	<i>Portland</i>	<i>OR</i>	<i>97209</i>	<i>123456, 123457, 123458, 123459</i>	<i>19957055</i>

*If you need more space, please attach another form*

SIGNATURE	DATE
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