

**Greener Greater Buildings Plan Weekly Digest, Vol. 8****REMINDERS**

- **May 1<sup>st</sup> deadline approaches!**
  - As Local Law 84 states, May 1<sup>st</sup> is the compliance deadline. Last year's extensions no longer apply. Please ensure all covered buildings are benchmarked by May 1<sup>st</sup> to avoid receiving a violation.
- **24-hour wait period for Portfolio Manager before submitting your report to the City!**
  - Data used in Portfolio Manager Reports is updated nightly; therefore, the report will not reflect any changes you make to your account until the next day. To meet the May 1<sup>st</sup> reporting deadline, all information required to benchmark your property(ies) must be completely and correctly entered into Portfolio Manager prior to or on April 30<sup>th</sup>. Once you have completed benchmarking, populate a report(s) for each property you are submitting to the City and click "Release Data" on or prior to 11:59pm on May 1<sup>st</sup>.
- **Verify BBL and BIN**
  - The Department of Buildings reminds you of the importance of inputting the correct Borough, Block and Lot Number (BBL) in the "Notes" field, and the correct Building Identification Number (BIN) in the "Unique Building Identifier" field of Portfolio Manager. Failure to include the exact correct BBL and BINs in the correct fields could result in a violation.
  - See below for more detailed instructions on how to properly identify your buildings:

**BUILDING IDENTIFICATION**

**IMPORTANT - Must enter both BBL and BIN. Both of these mandatory building identifiers can be found at the top of your buildings' Property Profile Overview screen on the DOB's Building Information System (BIS) at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).**

In order for the City to credit the benchmarking report for each of building, it is essential that you enter both the 10-digit Borough, Block and Lot (BBL) number in the "Notes" field and all relevant 7-digit Building Identification Numbers (BINs) in the "Unique Building Identifier" (UBI) field in Portfolio Manager.

In the "Notes" field, enter the building's borough, block and lot number (BBL), written in the following format:

- A ten digit number, where the first digit is the borough number, then a dash, the next five digits are the block number, then a dash, and the last four digits are the lot number.
- Borough numbers are as follows: Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; and Staten Island = 5
- If the block is less than five digits, enter zeros before the actual block number so there are five digits in total (example: block number 845 would be 00845).
- If the lot is less than four digits, enter zeros before the actual lot number so there are four digits in total (example: lot number 27 would be 0027).

- For example, a building in Brooklyn, with a block number of 845, and a lot number of 27, would enter the BBL as: 3-00845-0027
- If you are separately benchmarking multiple buildings on a lot, use the same BBL for each building with the word "multiple" following the BBL. (example: 3-00845-0027multiple)
- Please do not enter any other information in the "Notes" field besides the building's BBL in the correct format.

Just below the "Notes" field you will find the "Unique Building Identifier" (UBI) free-text field. This year, it is required that you input your building(s) seven-digit Building Identification Number (BIN) in this field.

- If you are benchmarking multiple buildings on one tax lot together, you must include each building's BIN number in the "UBI" field. Enter each BIN number separated by a semi-colon, but without a space.  
For Example: 1234567;2345678
- Please do not enter any other information in the "UBI" field besides the building's BIN in the correct format.

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*Thank you from the Mayor's Office of Long-Term Planning and Sustainability!*  
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