



## AUTHORIZATION FORM FOR AGGREGATED ENERGY CONSUMPTION DATA

Please complete and sign this form to authorize Consolidated Edison Company of New York, Inc. ("Con Edison") to provide the Authorized Representative listed below with access to aggregated energy consumption data for the service address(es) listed below. This form will remain as valid and effective authorization unless and until you or your successor revoke this authorization as provided below.

Reason for requesting aggregated energy consumption data:

Check all that Apply:  Local Law 84  Local Law 87  Other: \_\_\_\_\_

### ACCOUNT INFORMATION (AS IT APPEARS ON THE CUSTOMER'S UTILITY BILL)

<u>15 Digit Common Area Account #</u>	<u>Name on Account</u>	<u>Service Address</u>	<u>7 Digit BIN*</u>

\*[BIN: Building Identification Number – Available on the Department of Buildings Website](#)

### AUTHORIZED REPRESENTATIVE

Company/ Individual Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### CUSTOMER SIGNATURE

Customer Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Building Owner Name/Property Management Group: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

The above-listed customer for the above-listed service address(es) hereby authorizes Con Edison to provide the above-listed Authorized Representative with access to any and all aggregated energy consumption data with respect to such service address(es). This data will be made available by Con Edison for the purpose of the customer complying with NYC's Local Law 84 or Local Law 87 or identifying potential and actual energy savings resulting from services that may be offered by the Authorized Representative. Aggregated energy consumption data for such service address(es) will be accessible by the above-listed Authorized Representative unless and until the customer or its successor delivers to Con Edison a signed written letter revoking the authorization granted hereby at the following address: Con Edison Energy Efficiency and Demand Management Department, 4 Irving Place - 10<sup>th</sup> Floor, New York, NY 10003, Attention: Department Manager.

**THE AUTHORIZATION PROVIDED BY THIS FORM WILL REMAIN VALID AND EFFECTIVE UNLESS AND UNTIL THE CUSTOMER OR ITS SUCCESSOR DELIVERS TO CON EDISON A SIGNED WRITTEN LETTER OF REVOCATION AS PROVIDED HEREIN**

How to complete and submit the Authorization Form  
FOR AGGREGATED ENERGY CONSUMPTION DATA

Please read this document in its entirety, and complete the following steps:

1. Download the Authorization Form from our website: [www.coned.com/citybenchmarking](http://www.coned.com/citybenchmarking)
2. Read the entire Authorization Form.
3. Select or enter the reason for the request.
4. Provide the 15 Digit Common Area Account Number as it appears on the customers utility bill.
  - a. The account number must be active.
  - b. \*You must provide **one account number for each building in which you require aggregated data. (Only one account number is needed per service address/Building Identification Number)\***
5. You must provide the Name on Account and the Service Address as it appears on the utility bill for each account number you have listed.
  - a. If the Name on Account and/or the Service Address does not match the information Con Edison has on file, the Authorization Form will be rejected.
6. You must provide the Building Identification Number (BIN) for each service address provided.
  - a. The BIN is available on the Department of Buildings (DOB) website. You may use the link on the Authorization Form or you may use the link below:  
<http://www.nyc.gov/html/dob/html/home/home.shtml>
  - b. To obtain the BIN:
    - i. Enter the service address in the “Buildings Information” box on the left hand side of the webpage.
    - ii. The BIN is available within the blue bar under “Property Profile Overview”.
  - c. If the BIN does not match the service address, the Authorization Form will be rejected.
7. Complete the “Authorized Representative” section of the Form with the company or individual name of the person who is obtaining this information on behalf of the building owner/property management group.
  - a. All information must be provided or the Form will be rejected.
8. Have the customer complete the “Customer Signature” section of the authorization Form.
  - a. All information must be provided or the Form will be rejected.
9. Once the Authorization Form is complete, enter the name of the request file that was uploaded into [Project Center](#) or the [Project Center](#) Request ID Number in the subject line and email it to [CityBenchmarking@coned.com](mailto:CityBenchmarking@coned.com). This will help expedite the review of your request.
10. You may submit the Authorization Form in advance of uploading your request form into Project Center.

For an Authorization Form with multiple accounts and addresses listed:

1. There are five account/service address spaces available on the Form. Each should be populated with unique service address information.
2. If you require additional account and service address space, you will need to complete and submit a separate Form.
3. The additional Form(s) must be completed entirely, as per the instructions above.

**\*If the form is submitted without all of the required information, Con Edison will reject the Form and request to have it resubmitted. Submitting an incomplete Authorization Form will cause a delay in processing your request.**