

New Ownership & Transfers

New Ownership

If the building has a new owner and/or property manager, proceed with the steps below to help comply with the City's energy and carbon reporting requirements:

Scenario 1: New ownership/management was acquired during the year the report was due (January 1 – December 31 of the current year).

If you did not own or manage the building at any point in time during the data collection year (January 1 – December 31), please reach out to the previous owner and get a summary of monthly utility bills to be entered in ESPM. Utilities may not be able to provide you with historical data. Please reach out to the Energy & Carbon Reporting Help Centre if you are not able to acquire the utility consumption for reporting.

Scenario 2: New ownership/management was acquired during data collection year (January 1 – December 31 of the previous year).

If you owned or managed the building on or after January 1 of the data collection year, you will report any energy data that is available to you. For example, if you started your ownership/management term on March 1 of the data collection year, please reach out to the previous owner and get a summary of monthly utility bills to be entered in ESPM for January and February and report your own energy usage from March through December.

In either situation above, please reach out to the Energy & Carbon Reporting Help Centre for further assistance.

Ownership Transfers

If an owner and/or property manager decides to sell or transfer their building to another entity, the following steps must be followed to ensure the building's ENERGY® STAR® Portfolio Manager (ESPM) account and reporting responsibilities are transferred. The former owner must:

1. Provide the Energy & Carbon Reporting Help Centre with new owner information. This includes the owner's name, mailing address, and contact information (email and phone number)
2. [Transfer the building's ESPM account](#) to the new owner
3. Contact your utility provider if utility data auto-upload has stopped

****In any situation listed above in this document, please contact the Energy & Carbon Reporting Help Centre so that we can help update, close out, and/or transfer your account.****