

Owner-Occupied Buildings Letter of Intent

<OWNER OCCUPIED BUILDING Letter of Intent: Print on company letterhead>

Re: Designed to Earn the ENERGY STAR®

< Date >

<INSERT company name>, as the Owner of the <INSERT building name> located in <INSERT city and state>, anticipates that the building will receive its certificate of occupancy in <INSERT month/year>. We intend to operate the building at the highest standard to earn EPA's ENERGY STAR certification.

<INSERT company name> will measure and track the building's energy use in Portfolio Manager within 24 months of receiving the certificate of occupancy. We intend to apply for ENERGY STAR if the building achieves an energy performance score of 75 or higher and meets all eligibility requirements. We will proudly display the ENERGY STAR to show that we met the energy goal established during design and executed during building operations.

<INSERT Architect of Record firm name> completed this project and achieved Designed to Earn the ENERGY STAR certification. We understand that the certification graphic can only be displayed on the architectural plans, contract documents, and marketing materials for this specified project, and we will adhere to the ENERGY STAR Logo Identity Guidelines.

We agree to collaborate with EPA to create a case study about this building by highlighting its energy use strategies and technologies for publishing in ENERGY STAR program materials.

<INSERT company name> strives to protect the environment by requesting efficient building designs and operating energy-efficient buildings where we work, play, shop, and educate our children because of the huge impact buildings have on our nation's energy resources. We look forward to promoting our buildings that earn the ENERGY STAR and help lower energy demand and costs while preventing greenhouse gas emissions.

I can be reached at <Insert phone #> and by e-mail <Insert e-mail address>.

Sincerely,

<C-Level Signature>

<Name>

<Title>

<Building Owner Occupied Company Name>

Note: This Letter of Intent is to be forwarded to the Architect of Record who submits it along with the Application for Designed to Earn the ENERGY STAR certification.

The public reporting and recordkeeping burden for this collection of information is estimated to average 15 minutes per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.