

## Green Leasing Questionnaire

The Institute for Market Transformation and the Rocky Mountain Institute created this document for Tenants to quickly assess the status of the Landlord's sustainable building features and operations currently in place within the premises so that \_\_\_\_\_ can ensure site performance is in alignment with the organization's sustainability goals.

Using this tool will assist tenants in estimating the business value of sustainable office spaces beyond energy cost savings. According to the Rocky Mountain Institute's Deep Retrofit Value Guide for Occupants, a sustainable office space can save approximately \$6.18 per square foot from recruiting, health insurance, and presentism cost saving—which yields a more productive office. In conjunction with this questionnaire, use the [Deep Retrofit Value Green Leasing Tool](#) to calculate the productivity savings from a sustainable office.

### Part A – Third Party Certification

	Landlord Response
None (proceed to Part B)	<input type="checkbox"/> <input type="checkbox"/>
LEED	<input type="checkbox"/> Certified <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum
ENERGY STAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
WELL	<input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum
Green Globes	<input type="checkbox"/> Yes <input type="checkbox"/> No
BOMA 360	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (please specify here):	_____

### Part B – Sustainable Building Features

	Landlord Response
Utility bills based on actual energy use (based on sub or separate metering) rather than estimated pro rata share	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tenant has access to energy usage data	<input type="checkbox"/> Yes <input type="checkbox"/> No
Average utility costs per square foot for the past three years:	
2012	\$ ___ PSF
2013	\$ ___ PSF
2014	\$ ___ PSF
Regular commissioning / energy audits	<input type="checkbox"/> Yes <input type="checkbox"/> No
EPA Portfolio Manager benchmarking (indicate most recent score)	___ of 100
ENERGY STAR appliances / equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
LED lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Daylighting / occupancy sensors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building automation system (BAS) / energy management system (EMS)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maximized natural daylight (such as use of skylights)	<input type="checkbox"/> Yes <input type="checkbox"/> No
High efficiency HVAC system (such as ENERGY STAR qualified systems)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annual HVAC system tuning	<input type="checkbox"/> Yes <input type="checkbox"/> No
Monthly air filter check and (if needed) new filter installation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Green housekeeping and indoor air quality program	<input type="checkbox"/> Yes, Green Housekeeping <input type="checkbox"/> Yes, Indoor Air Quality Program <input type="checkbox"/> Both <input type="checkbox"/> None
Low-flow water fixtures in lavatories, toilets, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stormwater retention and/or harvesting for outdoor areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
Use of native / drought-resistant plants for landscaping	<input type="checkbox"/> Yes <input type="checkbox"/> No
On-site renewable energy (such as rooftop solar)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recycling program and cleaning vendor compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Fit-Out Guide for Tenants with Sustainability Practices	<input type="checkbox"/> Yes <input type="checkbox"/> No
White roof (to reflect sunlight) and/or green roof (i.e., covered in vegetation)	<input type="checkbox"/> Yes, White Roof <input type="checkbox"/> Yes, Green Roof <input type="checkbox"/> No
Proximity to public transit (in miles)	___ miles
Secure/covered bike storage or bike racks	<input type="checkbox"/> Yes, No. ___ <input type="checkbox"/> No
Electric vehicle charging stations on-site (indicate number)	<input type="checkbox"/> Yes, No. ___ <input type="checkbox"/> No

LANDLORD (OR REPRESENTATIVE) NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ BUILDING NAME: \_\_\_\_\_