



City of Seattle

Bruce Harrell, Mayor
Office of Sustainability & Environment – Jessyn Farrell, Director
PO BOX 94729
Seattle, WA 98124-4729

WARNING NOTIFICATION

Forest Tree LLC
Att: John Doe
123 1st AVE, STE 100
Seattle, WA 98101

ACTION IS REQUIRED
Failure to respond will result in a
Notice of Violation with fines.

June 4, 2024

RE: **Energy Benchmarking Out of Compliance Notice**

Per the date of this warning letter, the **City of Seattle has not received a complete, accurate 2023 Benchmarking Report (monthly energy consumption data through 12/31/2023) for the building listed below.** Per Seattle Municipal Code Chapter 22.920, owners of nonresidential and multifamily buildings larger than 20,000 square feet must track building performance and annually report via the EPA's ENERGY STAR Portfolio Manager tool to the City of Seattle by June 1, 2024.

City of Seattle Building ID:	00001
Building Description:	Bank Building
Building Address:	700 7 th Ave NE, Seattle, WA 98111
Building Owner:	Forest Tree LLC
Portfolio Manager Username (if known)	FORESTBANK

**If you no longer own or manage this building, please email energybenchmarking@seattle.gov.*

Failure to submit an accurate 2023 energy benchmarking report to the City of Seattle by **September 1, 2024** will result in a Notice of Violation with the following fines:

Buildings 20,000 to 49,999 SF - **\$2,000 fine**
Buildings 50,000 SF or greater - **\$4,000 fine**

IMPORTANT: Benchmarking reports must include **all** energy sources and spaces in your facility. If you already requested utility data from Seattle City Light and/or Puget Sound Energy AND you are receiving this letter, **your building is still not compliant for reporting 2023 data to the City of Seattle.** You must do the following to resolve compliance:

1. **Check your compliance status** on the *Seattle Energy Benchmarking Compliance Portal* to **determine the issue and next steps** needed to bring your building into compliance at www.seattle.gov/energybenchmarking under “Check Reporting Year 2023 Compliance for Benchmarking.” See portal compliance resources to help fix issues.
2. **Review** your building's Portfolio Manager account and **complete** the required steps to generate a 2023 energy use intensity (EUI) metric. Reports with default data space use details, unusually low or high (outlier) EUIs, or other errors will not be considered compliant until data is verified or corrected.

HELP DESK RESOURCES

- **Free technical assistance is available**—email EnergyBenchmarking@seattle.gov, or go to Seattle.gov/EnergyBenchmarking and click on ‘Contact Us’ to sign up for a drop-in training or schedule a 1:1 support session.

It is the responsibility of the building owner on record to confirm accurate compliance with Seattle's Benchmarking law.

Thank you for your prompt attention to this matter.