NJHMFA General Guide to Obtaining Tenant Billing from Utility Suppliers for Energy Star Portfolio Manager

- Contact the Utility Supplier via customer service. (See Utility Contact List)
- Explain that the referenced property is required by NJHMFA to perform energy benchmarking, and all utility release forms with the tenant's signature authorizing the release of tenant account information for that purpose, have been completed.
- Email and/or fax a copy of the Tenant Utility Release Forms.
- Customer service representative will email a copy of the billing history information back for each unit released.
- Proceed to input all data points onto the attached sample spreadsheet, to facilitate data entry into Energy Star's Portfolio Manager.

Utility Contact List:

Electric:

Atlantic City Electric:

https://www.atlanticcityelectric.com/ways-to-save/for-your-business/energy-benchmarking

Jersey Central Power & Light: https://energybenchmarking.firstenergycorp.com/login

Orange Rockland Electric:
https://www.oru.com/en/accounts-billing/share-energy-usage-data/request-past-energy-bills

PSEG:
https://nj.pseg.com/businessandcontractorservices/saveenergyandmoneyforbusiness/benchmarking

Gas:

Elizabethtown Gas:

https://www.elizabethtowngas.com/business/business-service/commercial-energy-benchmarking

New Jersey Natural Gas: https://www.njng.com/my-business/energy-water-benchmarking.aspx

South Jersey Gas: https://southjerseygas.com/benchmarking.aspx