

BESO TIME OF LISTING

Frequently Asked Questions for Buyers

Guide for Buyers of Multifamily (3+ Units), Commercial, and Mixed-Use Buildings.

GENERAL QUESTIONS

The BESO requirement was deferred to me. What is the next step?

The first step for the buyer is to submit the online Deferral to Buyer (Form C) application to complete the deferral process. Upon submittal of the application, the compliance Form C will be emailed to the applicant. Include the Form C in the transfer documents at close of escrow. See the application instructions below:

- 1) Open BESO Portal (BESO.my.site.com) and Input Building Address
- 2) Input Buyer's Contact Information
- 3) Input Building Details
- 4) Under Application Information select "*None of these apply - SUBMIT BESO APPLICATION*"
- 5) Select the Application Type for a "*Deferral to Buyer (Form C)*" and input the sale date
- 6) Submit the application

The buyer then has six months from the sale date to **complete the BESO assessment or complete a qualifying energy efficiency or electrification upgrade.**

I'm a realtor. Can I submit the Deferral to Buyer (Form C) application for the buyer?

No, a realtor cannot submit the Deferral to Buyer (Form C) application on behalf of the buyer. The Form C application must include the buyer's contact information so that we may follow up with the buyer about BESO compliance.

ASSESSMENT QUESTIONS

What is a BESO assessment?

The BESO assessment is an analysis of the current conditions and energy systems of your building/home. A BESO assessor will do a walkthrough of your building and identify opportunities to save energy, decrease utility costs, and reduce your building's greenhouse gas emissions. The assessment is a tool for building owners to know how to best upgrade their building and electrify key energy systems when it's time for their replacement.

How much does a BESO assessment cost?

The assessment ranges in price based on the building type, square footage and assessor. The price for an assessment for a 3-4 unit home typically ranges between \$300-\$600. We recommend obtaining quotes from a few assessors.

Do I have to implement the recommendations from the assessment?

The recommendations provided in the assessment are not required to be implemented.

How do I schedule a BESO assessment?

To schedule an assessment, reach out directly via phone or email to one of the registered Energy Assessors from the relevant category: [3-4 Unit Homes](#) or [Commercial, Multifamily & Mixed-Use](#). The BESO assessment must be completed by a registered assessor from the relevant list.

How do I submit the application and filing fee if I complete the assessment?

In addition to the assessment, a BESO application and fee is needed to file the assessment with the City. Follow the instructions below to submit the assessment filing fee.

- 1) Open BESO Portal (BESO.my.site.com) and Input Building Address
- 2) Input Contact Information
- 3) Input Building Details
- 4) Under Application Information select "*None of these apply - SUBMIT BESO APPLICATION*"
- 5) Select the Application Type for "*Pay Filing Fee for Energy Report (Form A)*"
- 6) Continue through the online payment until you get back to the BESO Portal and see the success message

What is the penalty if I don't comply?

Failure to comply with BESO in a timely manner will result in an \$85 administrative late fee added to the BESO filing fee, along with additional penalties such as an administrative citation issued to the building owner.

How is the BESO assessment submitted once completed?

The assessor submits the assessment to the City via the BESO portal.

ENERGY EFFICIENCY AND ELECTRIFICATION UPGRADE QUESTIONS

What energy efficiency and electrification upgrades qualify for BESO compliance?

The upgrades listed below qualify for a high-performance exemption from the assessment requirement. If you complete one of these upgrades, your property would be considered fully compliant with BESO.

- Complete a project that transitions a building's water and/or space heating from natural gas to an electric heat pump. (New heat pump systems must be permitted.)
- Complete a verified building envelope upgrade package (Attic and Wall insulation + Air Sealing)
- Complete a verified comprehensive energy improvement project with a minimum 10% energy improvement

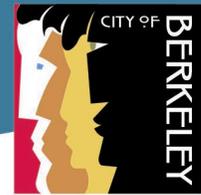
Does solar panel installation qualify for BESO compliance?

A solar panel installation does not qualify for BESO compliance at this time.

How do I extend my BESO due date if I am planning to complete an upgrade?

You can submit a Planned Electrification or Energy Efficiency Upgrade Deferral application to extend your deadline using the instructions below:

- 1) Open BESO Portal ([BESO.my.site.com](https://beso.my.site.com)) and Input Building Address
- 2) Input Contact Information
- 3) Input Building Details



- 4) Under Application Information select *"None of these apply - SUBMIT BESO APPLICATION"*
- 5) Select the Application Type for an *"Other Deferral (Form D)"*
- 6) Select *"Planned Electrification or Energy Efficiency Upgrade"* and include the estimated completion date and planned upgrades in the notes section
- 7) Submit the application

The BESO Team will review the application, process the deferral, and you'll receive confirmation via email with your deadline. Once you complete the upgrade, you can submit a "High Performance Exemption (Form A-HPE)" application to receive a compliance certificate. If the upgrade is not completed before the deadline, an energy assessment will be due.

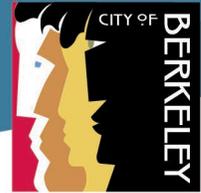
How do I receive confirmation of compliance once I complete a qualifying upgrade?

Once you complete the upgrade, you can submit a *"High Performance Exemption (Form A-HPE)"* application to receive a compliance certificate.

To submit the *"High Performance Exemption (Form A-HPE)"* application:

- 1) Open BESO Portal ([BESO.my.site.com](https://beso.my.site.com)) and Input Building Address
- 2) Input Contact Information
- 3) Input Building Details
- 4) Under Application Information select *"None of these apply - SUBMIT BESO APPLICATION"*
- 5) Select the Application Type for a *"High Performance Exemption (Form A-HPE)"*
- 6) Select the High Performance Reason:
 - a. Electrification Upgrade Project
 - b. Verified Envelope Upgrade
- 7) Input the project completion date, notes about the upgrade, and documentation showing participation in the incentive program or equipment installation (such as building permits, etc.)
- 8) Submit the application

The BESO team will review the application and send confirmation of compliance via email.



Are there any incentives or rebates available for upgrades?

[Switch is On](#) is a great starting place to learn about home electrification. Switch is On provides [free technical assistance](#) to answer your questions about heat pumps, solar, and battery storage. Switch is On also provides a [contractor database](#) and a comprehensive [incentive finder](#). Find other resources for financing upgrades on our [website](#).