



BESO TIME OF LISTING

Frequently Asked Questions for Sellers

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

GENERAL QUESTIONS

I am about to list my building for sale. How do I bring the property into compliance?

BESO requires a comprehensive energy and electrification assessment to be completed when a property is sold. Please complete **ONE** of the following compliance paths before listing your building for sale:

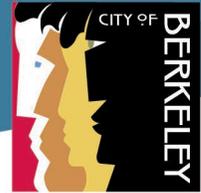
OPTION A: Complete BESO Assessment Prior to Listing

Schedule an assessment with one of the Registered Energy Assessors from the relevant category ([3-4 Unit Homes](#) or [Commercial, Multi-Family & Mixed Use](#)) and submit a [BESO application](#) and appropriate filing fee (\$79 for 3-4 unit homes). The BESO team will process the application and send the final BESO Compliance Form A to the homeowner. The building is compliant and ready to be listed for sale once both the assessment and application/filing fee have been received. The BESO Assessment and Compliance Form A need to be included in the disclosure documents provided to all potential buyers and in the transfer documents at close of escrow.

OPTION B: Apply for Deferral to Buyer Prior to Listing

Sellers may choose to defer the BESO Assessment responsibility to the buyer. Follow the steps below to submit the deferral to buyer application and \$110 deferral fee on the BESO portal:

- 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 a "*Request Deferral to Buyer*" and input the fuel type for the main energy systems and appliances
- 6) Continue through the online payment until you get back to the BESO Portal and see the success message



The seller will then receive a link to the Property's Fuel Source Disclosure, which must be included in the disclosure documents to all potential buyers. Once a buyer and sale have been established, the buyer must submit an online application to accept the BESO deferral and obtain the BESO Deferral Form C. The buyer then has six months to complete the assessment requirement.

How can I submit a BESO application and pay the filing fee?

You can submit your BESO application and filing fee online through the BESO portal ([BESO.my.site.com](https://beso.my.site.com)). The online system will only accept Visa and Mastercard.

If needed, you can complete a paper [BESO Application](#) and write a check for the filing fee, made payable to City of Berkeley. Instructions for mailing the check can be found on the paper application.

I have more than one building on my property. Does each building need a separate BESO application?

Yes, each separate structure containing livable space will need its own BESO application. Non-livable buildings, such as sheds or detached garages, do not need a separate BESO application.

I am about to list my property. The status is “non-compliant”. What do I do?

A “non-compliant” status prior to listing means that the property did not comply with BESO the last time it was sold. A non-compliant property is not eligible for a deferral to buyer and must complete the BESO assessment prior to listing the building for sale.

What properties are exempt from these BESO Time of Listing Requirements?

The sale of the following types of properties are exempt from BESO's Time of Listing Requirements:

- Attached condominiums (individual units within a larger building)
- Buildings smaller than 850 square feet or larger than 25,000 square feet
- Unconditioned buildings (e.g. detached garages or sheds)

I am a realtor. Can I complete the BESO requirement for the seller?

Yes, a realtor may complete the BESO assessment requirement on behalf of the seller and a realtor may submit the application requesting a deferral to buyer. However, a realtor should not submit the buyer's application to obtain the Deferral Form C. The buyer must submit the Deferral Form C application.

The building was newly constructed or just completed a major renovation. Do I need to complete a BESO assessment?

Buildings can qualify for a new construction or major renovation exemption if all of the energy-related equipment (water heating and furnace) and at least half of the building envelope have been replaced within the last 10 years. If your renovation meets these criteria, you can submit a BESO application online for a "New Construction/Completed Renovation" exemption. After the 10-year exemption expires, the property will need to comply with BESO for any subsequent sale.

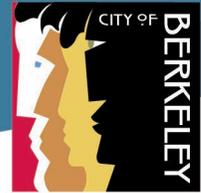
To complete the online application for a 10-year "New Construction/Completed Renovation":

- 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 a "*High Performance Exemption (Form A-HPE)*"
- 6) Select the High Performance Reason: "*New Construction/Major Renovation*"
- 7) Input the project completion date, building permit number(s), notes about the project scope, and documentation of the construction/renovation (such as building permits, plans, Title 24 reports, detailed contractor invoices, etc.)
- 8) Submit the application

I recently completed an energy efficiency or electrification upgrade. Do I need to complete the BESO requirement?

The upgrades listed below qualify for a high-performance exemption from the assessment requirement:

- 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 qualifying envelope upgrade package (Attic and wall insulation + air sealing)
- Complete a verified comprehensive energy improvement project with a minimum 10% energy improvement

If you have completed a qualifying upgrade, you do not need to complete the assessment. 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 - SUMIT 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 on 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.

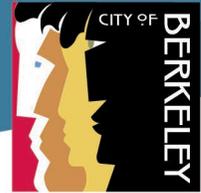
ASSESSMENT QUESTIONS

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 \$200-\$600 per unit. We recommend obtaining quotes from a few assessors.



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, and 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. The instructions for submitting the assessment filing fee are below.

- 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 do not 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.

I had an assessment done when the property was last sold. If I list my property again, do I need to complete another assessment?

The BESO assessment is valid for five years. If a property completed the assessment requirement and is listed again less than five years later, the property would not be required to complete another assessment for the later sale. Please include a copy of the active assessment along with the BESO Compliance Form A in the disclosure documents provided to potential buyers and in the transfer documents at the close of escrow.

How is the BESO assessment submitted once completed?

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