

BESO ASSESSOR QUICK GUIDE: 1-4 UNIT RESIDENTIAL (HOMES)

Step One: Confirm BESO requirements

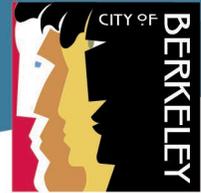
1. Check the BESO portal (<https://beso.my.site.com/s/>) for the assessment compliance status of building. If the building does not have a compliance status listed, it is required to comply.
2. *Is an assessment required?* Make sure the building or unit is not exempt. Homeowners must submit an exemption application and relevant documentation and await approval from BESO Team. Exemptions include:
 - a. All-Electric Buildings
 - b. Condominiums
 - c. ADUs

Step Two: Verify assessment type for building

- **Single Family Home:**
 - a. Home Energy Score
- **2-Unit Residential Buildings (Duplexes):**
 - a. Home Energy Score (one score/report for each unit)
- **3-4 Unit Residential Buildings (Triplexes and Quadplexes)**
 - a. Home Energy Score (one score/report for each unit) **OR**
 - b. Multifamily Assessment (ASHRAE Level I)

Step Three: Complete appropriate assessment

1. **For Home Energy Score reports:**
 - a. The Electrification Checklist is required for all Home Energy Scores
 - b. Every Home Energy Score report must be approved by Earth Advantage before you submit to the city.
 - c. Once approved, send building owner HEScore custom report and then go to step 4.
 - d. **Scoring 2-4 Unit Buildings:**
 - i. Each unit in a needs to complete a separate Home Energy Score.
 - ii. Upload all Home Energy Scores for the building.
 - iii. Input the highest Score of the two units in the HES Score field.
 - iv. Input all Label #s under Assessment ID
2. **For non-Home Energy Score reports** go directly to step 4.



Step Four: Submit Assessment

All assessments (HES and Non HES) need to be submitted through the online BESO Portal. <https://beso.my.site.com/s/> (See the [following guide for detailed instructions](#)):

1. Input the building address.
2. Click "Continue" (You may need to select "No" first if it's prompting you to receive the BESO Compliance Form).
3. Click "Yes" to continuing with a new BESO Application.
4. Click "Yes" you are an Energy Assessor and input your name in the "Select Assessor Contact" box. e. Fill out the required information (Property contact, building, and assessment information).
5. Attach the HES or PDF of the assessment and submit assessment.

ASSESSMENTS WILL ONLY BE REVIEWED ONCE THEY ARE SUBMITTED THROUGH THE BESO PORTAL