

A Green Leasing  
Recognition  
Program  
from Green  
Lease Library  
collaborators,  
with support  
from the U.S.  
Department of  
Energy's Better  
Buildings Alliance

# Green Lease Leaders



## What is this Recognition?

Green Lease Leaders is a recognition program developed by the Institute for Market Transformation (IMT), with support from the Department of Energy's Better Buildings Alliance. The Green Lease Leader designation is the official recognition of Green Lease Library, the leading resource for green leasing information on the web.

The Green Lease Leader designation recognizes companies that successfully implement green lease language into new or existing leases, as defined in the application form developed by Green Lease Library collaborators and an industry advisory group.

Being recognized as a Green Lease Leader will further bolster the sustainability profile of selected organizations. Organizations that are recognized as Green Lease Leaders will be mentioned in an annual press release, articles or newsletters in industry trade publications, featured in presentations at industry meetings, and have their organization's logo displayed on a recognition page on Green Lease Library. Awardees will receive a Green Lease Leader seal image for display within their building(s) and on trade/industry websites.

## What is Green Leasing?

Green Leasing (also known as energy-aligned, high-performance, or energy-efficient leasing) aligns the financial and environmental benefits of landlords and tenants to work together to save money, conserve resources, and ensure the efficient operation of buildings. These contractual arrangements can serve as a powerful mechanism to assist the commercial real estate industry in responding to market pressures and increase energy efficiency of the existing and newly constructed building stock. As the adoption of green leasing grows, it is increasingly important that stakeholders have a reliable and comprehensible method to signal their willingness to engage in green leasing and sustainable building operations.

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## **Recognition Timetable & Fees**

**Recognition is valid for a two-year period, beginning from the date of formal recognition by Green Lease Library.**

**The deadline for consideration as a 2017 Green Lease Leader is Friday, May 5th, 2017. Program materials can be submitted at [www.greenleaselibrary.com/apply](http://www.greenleaselibrary.com/apply).**

## **Recognition Details**

Recognition as a Green Lease Leader certifies that a company has successfully executed multiple leases with green lease language.

The application fee is:

**\$250 for landlord or tenant companies**

**No cost for Team Transaction applicants**

The fee will cover the cost of application review, recognition materials, and promotional costs. Companies will be able to provide renewal reports in order to maintain certification. The application fee may be paid online at [www.greenleaselibrary.com/apply](http://www.greenleaselibrary.com/apply), or via check. For more information on payment, see page 12.

## **Eligibility Requirements**

Recognition is available in two categories:

1. Commercial Landlords or Tenant Companies
2. Outstanding Team Awards

Property managers, or firms that primarily create income as third-party property managers, are not eligible for Green Lease Leaders recognition.

## Applicant Information

ORGANIZATION NAME

ORGANIZATION TYPE

POINT OF CONTACT

TITLE

PHONE

EMAIL

WEBSITE

ADDRESS

CITY

STATE

ZIP

COUNTRY

**LANDLORD / TENANT  
APPLICANTS ONLY**

1. WHAT IS THE TOTAL SIZE OF YOUR ORGANIZATION'S PORTFOLIO?

2. WHAT % OF YOUR PORTFOLIO (BY SQUARE FOOTAGE) IS UNDER A GREEN LEASE?

**TEAM TRANSACTION  
APPLICANTS ONLY**

ADDITIONAL TEAM MEMBERS / COMPANIES

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## SECTION 1

**The following requirements must be met in order to be eligible for recognition:**

**A narrative description of the applicant's internal green leasing initiative must be included as part of the application.**

**For examples on what to include in your organization's narrative, see page 10.**

# Landlord and Tenant Program Requirements

In order to set program requirements, Green Lease Library collaborators and an industry advisory group teamed up to create a set of Green Lease Standards. These standards create the framework for the requirements of the Green Lease Leader recognition program. Applications will be reviewed and scored by a panel of green leasing experts, with credit acknowledged for evidence of executed green leases, a short narrative within this application, and other supporting documentation.

## Lease Requirements

In order to be considered for recognition as a Green Lease Leader, applicants must submit documentation showcasing specific clauses or language that promotes energy efficiency practices. Companies must submit one of the following along with their application to show that they have leases that meet the Green Lease Standards described below:

- Two signed and executed leases
- Standard/base lease related documents
- Excerpts from leases displaying green clauses

**Submitted leases are allowed to have sensitive and/or proprietary information redacted. No part of the lease will be shared without the explicit consent of the applicant.**

## Landlord Recognition

Landlord and Tenant applicants must fill out an organizational narrative, found on page 11 of the application.

**Prerequisite: Tenant cost recovery clause that can be used for energy efficiency-related capital improvements.** This typically means that the list of operating expenses is expanded to include capital expenses intended to save energy, with the annual pass-through amount most often determined either by an amortization schedule or projected savings.

### Minimum additional lease criteria

**Lease or related documents must contain at least three of the following:**

- Provision requiring regular scheduled tenant disclosure of utility data to facilitate whole-building energy benchmarking.
- Building standards and/or tenant improvement guidelines for energy efficiency. (For example, "Tenant improvements will conform to LEED C.I. standard or better." "Tenants will install ENERGY STAR appliances only." This may also cover items like lighting specification or available plug load watts per square foot.)
- Sustainable operations and maintenance rules and regulations. (Language

should cover restricted HVAC weekend operating hours, janitorial services provided during daytime hours, tenants not allowed to bring in space heaters).

- Submetering of tenant spaces or separate metering of tenant plug load and equipment, including data centers. Ideally tenants are billed according to actual use rather than on a pro-rata basis.
- Landlord agrees to incorporate energy management best practices into building operations, such as regular benchmarking, energy audits, or commissioning of building systems.
- Landlord provides sustainability training to leasing agents and/or building marketing materials cover sustainability and energy efficiency features. (Documentation can include any relevant materials and is not expected to be included in a lease itself.)
- Landlord designates a sustainability point of contact within the lease or related documents.
- Lease language specifies that the landlord may sell power generated on-site to tenants at a competitive price.

## Tenant Recognition

### Lease criteria

**Lease or related documents must contain at least three of the following:**

- Agreement to disclose regular scheduled tenant utility data to the landlord for the purposes of whole-building energy benchmarking by the landlord.
- Request the landlord share the ENERGY STAR score of the building and/or other energy and waste usage information on a regular basis.
- Site selection language focused on leasing space that has met the requirements of third-party certification (such as ENERGY STAR, LEED, or other green building certification).
- Installation of submetering for tenant space or separate metering of tenant plug load and equipment.
- Encourage energy efficiency improvements to be implemented in the space and/or building (this could cover a range of language from agreeing to cost recovery clauses for capital improvement to agreeing to share the costs of LEED certification or retro-commissioning of the building).
- Corporate policy to track energy and water usage across real estate portfolio (Link to Sustainability report or other supporting documentation is acceptable.)
- Corporate policy preferring transaction staff with sustainability training or certification, or documentation of a sustainability training program including any 3rd party service providers.
- Tenant agrees to purchase power generated on-site if provided by landlord and competitively priced.

## Green Lease Clauses

Please indicate the type and location of green lease clauses included in submitted leases. The lease upload form is located at [www.greenleaselibrary.com/apply](http://www.greenleaselibrary.com/apply).

The Clause Description field is to give a general sense of the purpose or intent of specific clauses, and should be no more than a few words.

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### Lease 1

Clause Description: \_\_\_\_\_

Clause Location (Page and/or Paragraph #) \_\_\_\_\_

Clause Description: \_\_\_\_\_

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### Lease 2

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SECTION 2

## Team Transaction Award Program Requirements

The Team Transaction recognition is a team-focused award to celebrate when landlords, tenants, brokers, asset managers, lawyers, and other parties come together to develop innovative leasing solutions that improve the energy efficiency and sustainability of buildings. The award will focus on specific transactions where both parties bring sustainability goals to the table.

### Guidelines for the team award are:

- Submitted leases and other documents must meet the minimum criteria of the Green Lease Standards as described on page 5-6.
- All submissions must feature multiple parties collaborating to advance green leasing concepts and energy efficient buildings.
- The award will have two categories: transactions under 50,000 square feet, and transactions over 50,000 square feet.
- Highlighted activities will be judged by a Green Lease Leaders review board according to advancing the mission of the Department of Energy's EERE office, which can be found at [energy.gov/eere/about-us/mission](https://energy.gov/eere/about-us/mission).

### Application

Teams will apply on a single application, to be submitted by one team member. Recognized teams may consist of individuals, small teams (in the case of brokers or transaction management groups) or particular companies (such as the landlord or tenant involved).

To apply, teams must complete the narrative section to explain their actions, provide documentation with evidence of included green clauses, and other supporting documentation. This application, as well as supporting documentation, can be uploaded for submission at [greenleaselibrary.com/apply](https://greenleaselibrary.com/apply).

### Example Submissions

**CASE STUDY 1:** International law firm Nixon Peabody collaborated with landlord Brookfield Properties to amend their lease terms to allow for a greater return on investment and smaller environmental footprint in their new Washington, DC office. Nixon Peabody hired a broker who was knowledgeable in green buildings, and used community solar laws to green their space and save money.

**CASE STUDY 2:** Healthcare company WDT Indio teamed up with landlord Sharp Development Company to retrofit their 40-year-old building to achieve net-zero energy status. WDT and Sharp used an innovative lease structure to complete the deal to retrofit the building. All submissions must feature multiple parties collaborating to advance green leasing concepts and energy efficient buildings.



## Green Lease Clauses

Please indicate the type and location of green lease clauses included in submitted leases. The lease upload form is located at [www.greenleaselibrary.com/apply](http://www.greenleaselibrary.com/apply).

The Clause Description field is to give a general sense of the purpose or intent of specific clauses, and should be no more than a few words.

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## Team Transaction Lease

Clause Description: \_\_\_\_\_

Clause Location (Page and/or Paragraph #) \_\_\_\_\_

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SECTION 3

Examples of award-worthy actions include:

## Narrative Section

Provide a brief narrative of no more than 500 words describing your organization's existing and planned approach to green leasing and landlord/tenant engagement. While the list below provides examples of green lease activities, responses are not limited to the examples provided, and additional points will be awarded for unlisted and/or innovative lease clauses.

- Sustainability/energy training(s) have been delivered to 50 percent of the brokerage team
- A model green lease has been developed as an internal resource
- Meetings have been held with decision-making executives to discuss incorporating green clauses into lease documents
- 75 percent of leasing agents have earned LEED or similar credentials (i.e. LEED Green Associate)
- A "Green Tenant guide" has been developed and is provided to tenants
- Organization has developed a novel or comprehensive approach to implementing green leasing internally
- Internal trainings have been delivered explaining the benefits of green leasing to real estate team
- Company participates in an industry working group promoting green leasing or landlord/tenant engagement
- The company's site selection documents have been changed to incorporate sustainability/energy issues
- Marketing materials for available spaces highlight the sustainability performance of the building(s) or corporate preference for training transaction management staff on sustainability and energy efficiency.



### Your Narrative

The following narrative must be no more than 500 words and should outline your activities related to green leasing and landlord-tenant engagement strategies. Please note where attached supporting documents are relevant.

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I hereby certify that the preceding information is complete and accurate, and that all practices have been completed by the date below.

APPLICANT INITIALS \_\_\_\_\_ DATE \_\_\_\_\_



## Application Submission

### For online submissions:

- Applications and certification fees can be submitted at [www.greenleaselibrary.com/apply](http://www.greenleaselibrary.com/apply)

### Paper applications and certification fees can be mailed to:

Institute for Market Transformation  
c/o Jonathan Bauer  
1707 L Street NW  
Suite 1050  
Washington, DC 20036

## For More Information

If you would like to learn more about green leasing, the Institute for Market Transformation, or the Department of Energy's Better Buildings Alliance, please visit the following:

**For additional resources and information on green leasing:**  
[www.greenleaselibrary.com](http://www.greenleaselibrary.com)

**The Department of Energy Better Buildings Alliance:**  
<http://www4.eere.energy.gov/alliance/>

**The Institute for Market Transformation:**  
[www.imt.org](http://www.imt.org)

**For inquiries related to green leasing,**  
contact Adam Sledd at [adam@imt.org](mailto:adam@imt.org).

**For inquiries regarding your company's Green Lease Leader application status,** contact Jonathan Bauer at [jonathan.bauer@imt.org](mailto:jonathan.bauer@imt.org)