



Applicant Verification Checklist

BEFORE – You are ready to request verification if you have completed the following:

- Answered “Yes” or “BOMA-Accepted Equivalent” to all BEST Practices.
- Uploaded supporting documentation for each BEST Practice.
- If claiming performance points (EUI, ENERGY STAR Score or WUI), performance metrics are visible in the Summary grey box on your **Property Characteristics** page (only occurs if you have correctly synchronized your account with ENERGY STAR).

Property characteristics Change...	
	Address: 1400 Park Rd S, Lakeview, Oshawa, ON, L1J 8M5, Canada
	Property Type: Enclosed Shopping Centre
	Gross Floor Area (for ENERGY STAR): 400,000 Square Feet
	ENERGY STAR Score: -
	Total GHG emissions: 0 Metric Tons CO2e
	Water Use Intensity : 2.18 m³/m²
	Weather-normalized Site Energy Use Intensity: 0.000 GJ/m²

- Transcribed performance values (and units) from the Summary grey box to your questionnaire.
- Collected supporting documentation for all questions answered “Yes” or “N/A”. This should be organized in a comprehensive manner, mimicking the order of the questionnaire.
- Consulted the [Completed Technical Clarification Requests](#) to see if any are applicable to you.
- Obtained an overall score.

Once you have completed these steps, you are ready to notify BOMA. To do this, click on “request verification” (Single Building Stream) or email BOMA Canada directly (Portfolio Stream).

AFTER – You are ready for the on-site visit if the following are true:

- The following team members are available for the on-site visit:
 - An individual familiar with the BOMA BEST questionnaire;
 - AND an individual responsible for the building’s on-site management practices;
 - AND an individual responsible for the building’s operations.
- The verifier can access all areas of the building.
- You can show the verifier your online completed **Property Characteristics** page (screen shot above). The verifier must see this to confirm your performance points. If you cannot show this page to the verifier (no internet), or if the page is blank (synchronization has not occurred), points associated with performance cannot be awarded.
- You can provide missing or incomplete documentation within 30 days of the verification.
- You are aware that additional verification costs may be incurred in certain cases (see [BOMA BEST Program Policy 6 - On-Site Verification: Additional Verification Costs](#)).

For more details, consult the [Verification Process](#).