

Ordinance Filing Readiness Checklist

A practical assessment for real estate compliance teams

Energy and emissions ordinance filing has become increasingly complex, with overlapping requirements across city, state, and regional programs in North America.

Measurabl supports filing for 40+ major energy and emissions programs in the U.S. and Canada, helping teams stay compliant as requirements expand.

Readiness Checklist

Use this checklist to evaluate your readiness for filing season. Patterns of “no” responses often signal hidden compliance risk.

Ordinance exposure clarity

Ordinance exposure is determined by more than location. Building size, use type, and ordinance year all matter, and coverage can change as regulations expand.

- Can you explain why each covered building is subject to reporting?
- Do you track exposure by location, size, use type, and year?
- Would you identify newly covered buildings well before filing deadlines?

 **Why this matters:** When exposure is unclear, compliance becomes reactive and planning windows shrink.

Deadline and requirement visibility

Most portfolios face multiple filing deadlines each year, often across different jurisdictions and reporting systems.

- Do you have a centralized view of all filing deadlines across jurisdictions?
- Are deadlines planned and resourced well in advance, not handled as they approach?
- Can you distinguish between benchmarking, and performance requirements?

 **Why this matters:** Deadline visibility determines whether compliance is proactive or last-minute.

Data readiness and auditability

Regulators and stakeholders increasingly expect complete, consistent, and auditable data, not just timely submissions.

- Do you have at least 12 months of energy and water data consistently available for each covered building?
- Are data gaps, estimated reads, and anomalies reviewed before reporting?
- Could you confidently defend your data if it were audited or publicly questioned?

 **Why this matters:** Submitting on time does not reduce risk if the underlying data is incomplete or inaccurate. Data quality issues often surface only after filings are submitted.

Process ownership and continuity

Filing often succeeds because of individual expertise rather than documented processes.

- Is your filing process documented and repeatable?
- Is ownership of data cleanup, QA, and submission clearly defined?
- Could someone else step in if a key person were unavailable during filing season?

 **Why this matters:** Processes that depend on individual knowledge are difficult to scale and easy to disrupt.

Portfolio change readiness

Portfolio changes are one of the most common triggers for missed or incorrect filings because new acquisitions, dispositions, or changes in building size and use can quietly introduce new compliance obligations that existing processes are not set up to catch.

- Do acquisitions automatically trigger a compliance review?
- Are changes in building size or use evaluated against ordinance thresholds?
- Do new assets enter your reporting workflow immediately?

 **Why this matters:** First-year filings after acquisitions are a leading source of unintentional non-compliance.

Capacity and scalability

As regulations expand, filing volume and complexity increase year over year.

- Is ordinance filing someone's primary responsibility?
- Does your current approach scale as regulations expand?
- Would this process still work if your covered building count doubled?

 **Why this matters:** DIY compliance often works at a small scale and quietly breaks as complexity grows.

Enforcement and penalty awareness

Many ordinances now include escalating penalties and public disclosure, meaning the cost of non-compliance increases over time and errors can become visible to regulators, lenders, and the public.

- Do you understand how penalties are calculated for each applicable ordinance?
- Are fines tied to days late, square footage, or emissions performance?
- Are compliance results publicly disclosed?

 **Why this matters:** Compliance risk today is financial and reputational, not just administrative.

Interpreting Your Results

Each **"No"** indicates a gap in your current ordinance filing process. One or two gaps are common. Patterns of **"No"** responses point to increased compliance risk as requirements expand.

-  **Few "No" responses:** Your process is working today, but scaling compliance will require more structure.
-  **Several "No" responses:** Filing likely relies on manual effort, increasing risk year over year.
-  **Mostly "No" responses:** Ordinance filing is reactive and difficult to manage without centralized support.

How Measurabl Can Help

Measurabl simplifies ordinance compliance for real estate portfolios by supporting filing for 40+ major energy and emissions programs across North America.

- ✓ Identify ordinance exposure across city, state, and regional programs
- ✓ Understand upcoming deadlines and compliance risk
- ✓ Prepare and validate energy and water data to meet local requirements
- ✓ Submit filings accurately and on time, on your behalf
- ✓ Track compliance status so nothing slips through the cracks

Get Filing Support.

WE'RE IN IT WITH YOU THIS COMPLIANCE SEASON.