

The Home Energy Score and Report can be easily added to the listing and made viewable to the public by following these instructions:

In the MLS:

1. Go to Back Office then Listing Load
2. Locate the sales listing and then click the edit button
3. Select the Green/Energy tab then select the 'Include' box
4. Click the Load From Green Building Registry button
5. You will receive a warning that it will overwrite previous data. Click OK.
6. The Home Energy Score will autofill into Type 1 with the Score, date, and a link to the PDF Report. Save to finish updating the listing.

**Below is an example of what the listing will look like. You'll notice the Home Energy Score and a link to the Report at the bottom of the description.**

About this home

Single level, light, and bright open floor plan with vaulted ceilings in living room, dining room, kitchen, and family room. Bamboo flooring throughout with two skylights and two b windows that bring in an abundance of natural light. Fully fenced backyard with boat/RV parking. Great neighborhood on a quiet cul-de-sac. Just minutes to shopping, parks and restaurants.

[Home Energy Score = 6. HES Report at <https://rpt.greenbuildingregistry.com/hes/OR10222102>]

**\*Please note, it is important to use these instructions to attach the Home Energy Score Report in the MLS otherwise it will not transfer to public listing sites such as Home Snap and Zillow or be made viewable by the public as required by City code.**