

30 January 2018

How to prepare your own Energy Performance Certificate (EPC) Portfolio Audit

Step 1 Fire-up an Excel spreadsheet and set up the following columns:

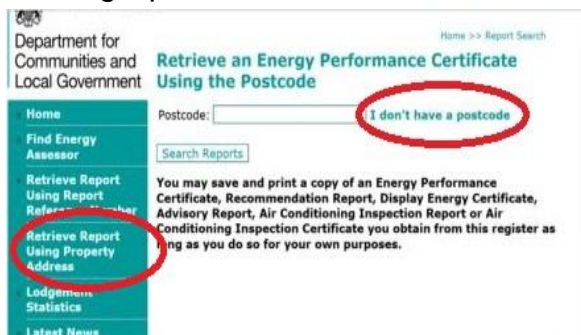
Address that you know the building as	Address as stated on the <u>actual EPC</u> including postcode	Size of building from your records	Size of building as stated on the <u>actual EPC</u> (EPCs are measured gross internal)	EPC Grade A – G	EPC score	Full date of EPC – day, month, year (EPCs are valid for 10 years)	RRN/CRN 24 digits including hyphens
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Step 2 Very important - there are two Government databases (that look exactly the same!) located at two different website addresses. Save them in your Favourites and rename them Domestic EPCs and Commercial EPCs

All 17 million domestic EPCs can be viewed at www.epcregister.com

All 750,000 commercial EPCs can be viewed at www.ndepcregister.com

Step 3 Click on Retrieve Report Using Property Address and search under the building's postcode



Department for Communities and Local Government

Home >> Report Search

Retrieve an Energy Performance Certificate Using the Postcode

Postcode: [I don't have a postcode](#)

You may save and print a copy of an Energy Performance Certificate, Recommendation Report, Display Energy Certificate, Advisory Report, Air Conditioning Inspection Report or Air Conditioning Inspection Certificate you obtain from this register as long as you do so for your own purposes.

- Home
- Find Energy Assessor
- Retrieve Report Using Report Reference Number
- Retrieve Report Using Property Address**
- Lodgements Statistics
- Latest News

Step 4 Many postcodes are wrong so click on "I don't have a postcode" (see above) and enter Street name and Royal Mail Postal town. Then quickly click through all the other postcodes. Be curious you may find your EPC.



Department for Communities and Local Government

Home >> Report Search

Retrieve an Energy Performance Certificate Using an Address (the Postcode)

Street:

Post town:

You may save and print a copy of an Energy Performance Certificate, Recommendation Report, Display Energy Certificate, Advisory Report, Air Conditioning Inspection Report or Air Conditioning Inspection Certificate you obtain from this register as long as you do so for your own purposes.

- Home
- Find Energy Assessor
- Retrieve Report Using Report Reference Number
- Retrieve Report Using Property Address
- Lodgement Statistics

Vital knows more about EPCs than anyone else in the UK.

**We offer a full national service for all commercial and domestic buildings.
Phone us on 0345 111 7700 and we will help you through your EPC issues.**