



3040 Continental Drive
Butte, Montana 59702
Phone (406) 721-9908
Fax (406) 721-9908
www.ncat.org

Rating submittals shall be electronic. A typical submittal will include the REM/RATE building file, digital photographs, Standard Disclosure Form, and when applicable a Thermal Bypass Checklist.

HERS Rating Submittal Checklist and Procedures

- REM/RATE *.blg** file via email. Include notes, in the notes window of the REM/RATE file, explaining any warnings generated by REM/RATE as part of the reports in the notes window within the program. Make sure that all REMRATE error reports have been resolved. All warnings generated by reports should be explained. The more errors included in the file the longer it will take to process the home before returning it to you for correction. A file name for a REM/RATE file might be "100_001_666 Front St.blg." (Rater #_Hse Rating #) (Media: email)
- Digital photographs** of the house (minimum of four maximum of twelve) showing clearly all sides of the building and additional photographs of any unusual features. The file name used for each photograph should reference the house rating number or name and the elevation (N, NE, S, NW, etc.) that appears in the photograph. Please reduce the size (less than 400 KB) of the photograph electronic files before sending the images. Images acceptable for on-screen viewing are far smaller than the highest resolution capable by digital cameras. Larger files will not email readily and this may result the submission being returned unprocessed. A typical photo file name may be "110_001_North Elev.jpeg." (Rater #_Hse Rating #_Elevation Orientation) (Media: email)
- For an ENERGY STAR rating a completed copy of the **Thermal Bypass Checklist** with electronic signature is required. If the builder is self-certifying (up to six elements maximum), a paper copy is acceptable. (Media: Electronic)
- An electronic copy of the Resnet **Standard Disclosure Form** with electronic signature by the rater is required. (Media: Electronic)

Naming Files: Be sure to name all files associated with a project with your Rater Number (such as "100," the house rating number (you will start with "001" for your first rating) and the house address. It is your responsibility to label electronic files so we know your identity and the project's identity and the nature of the file. Confused labeling will lead to longer processing times.

Send all mailed materials to: Do not use delivery methods that require a signature for receipt.

NCAT – HERS Rating
3040 Continental Drive
Butte, Montana 59702

NCAT Email Contact: daleh@ncat.org