**Step 4**

**Discuss and decide in the board of your HOMAB, if your HOMAB wants carry out an energy audit.**

**Useful tips for step 4:**

**-the energy audit report clarifies the current status of the building and proposes practical energy efficiency measures or other renovations to be considered to implement**

**-by conducting energy audit a lot comprehensive data regarding the building is gathered on the same document**

**-the energy audit report also helps to consider, should your building join to the preparation phase of group procurements in cooperation with several other HOMABs**

**-in the forum meeting, discuss beforehand all the phases of the whole process starting from energy audits to practical implementation of group procurements. If needed invite external expert (for example your local energy advisor) to make a presentation**

**-ensure the number of housing associations participating in the energy audits. Estimate the preliminary audit costs.**

**-send tender requests of energy audits. Try to receive at least 3 offers. Find the information of approved suppliers for example on the web pages of your national energy authority or ask help from your local energy advisor service to find an approved operator.**

**-specify exactly in the tender request what shall be reported as the result of the energy audit. For example the report should contain a easy understandable list of proposed energy efficiency measures or renovations.**

**-clarify the model/template/instructions to be used for reporting the results. If possible, ask the supplier use the template provided for example by your national energy authority**

**-review carefully received offers and select the best one, which fulfills the requests of the tender**

**-sign a contract with the selected supplier**

**-participate in the inspections, for example when the audit site visit will be done in your building**

**-provide any requested documents/materials related to your building**

**-preferably schedule the energy audit to be carried out during the heating season, for example the district heating system can be assessed better at winter time.**