



BREEAM USA In-Use Fee Sheet

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Overview

BREEAM USA In-Use is a comprehensive and holistic environmental assessment method for assessing and rating the sustainability of existing, commercial assets located within the United States. The full description of how the program is operated is set out in the [BREEAM USA In-Use Operations Manual \(PD101\)](#). The criteria for assessing assets are set out in the [BREEAM USA In-Use Technical Manual \(PD130\)](#).

The fees set out in this document are applicable to BREEAM USA In-Use program.

Asset Registration

Asset Performance Measurement

\$ 1,000.00 per asset

The Performance Measurement allows Clients to measure the performance of their asset against the BREEAM In-Use criteria for any or all of the three Parts. A Performance Measurement may include a whole building or only part of a building. One Performance Measurement purchase allows unlimited use of the BREEAM USA In-Use questionnaires for all three Parts and the dynamic scoring functionality for a period of up to twelve (12) months and/or until the assessment is submitted for certification, whichever is sooner.

Should the Performance Measurement not be submitted for certification before the end of the 12-month period, the data within the Performance Measurement will be locked and no further amendments will be possible. The Performance Measurement can be reactivated at any time by paying the Asset Performance Fee.

Clients must register their organization or company using the BREEAM In-Use online tool and purchase their first measurement to activate their account.

Please note that one Performance Measurement cannot normally include more than one building. The criteria for including multiple buildings is detailed in the *Eligibility Criteria* section of the **BREEAM USA In-Use Technical Manual (PD130)**.

Seeking Verification and Certification

In order to achieve certification, the Client must have their asset’s performance measurement verified by an independent and licensed BREEAM USA In-Use Assessor. A list of licensed Assessors can be found on GreenBookLive (www.greenbooklive.com) and BREEAM Projects (www.breeam.com/projects). The Assessor’s assessment report is then submitted to BRE Global for certification. The contracting of an Assessor is done directly between the Assessor and the Client; fees charged to Clients by licensed Assessors are not determined by BRE Global and therefore are not included in this Fee Sheet. The Assessor or Assessor Organization are responsible for paying the Certification fees to BRE Global.

Initial Certification

Part 1 Asset Performance Certificate –	\$ 750.00 per asset
Part 2 Building Management Certificate –	\$ 750.00 per asset
Part 3 Occupier Management Certificate –	\$ 750.00 per asset

Once the licensed Assessor has conducted a site visit and gathered sufficient evidence to substantiate the asset’s performance measurement, the Assessor can submit a certificate request for their assessment report to BRE Global.

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Once an assessment has passed a quality assurance audit and a certification decision made, BRE Global can certify the assessment. The certificate will be issued to the licensed Assessor and the asset's certified status listed on GreenBookLive, the global BREEAM database for certified projects and assessors (www.greenbooklive.com) and BREEAM Projects (www.breem.com/projects).

Should the Assessor fail to resolve issues raised by the quality assurance process in a reasonable timeframe, additional fees may be charged to the Assessor. This is to encourage the submission in a timely manner of assessments to the required quality, avoid misuse of the QA process and ensure efficient use of the QA auditors' time (and therefore avoid delays in auditing and licensed assessors' assessments).

Note: fees charged to Clients by licensed Assessors for verification and certifications are not determined by BRE Global and therefore, are not included in this Fee Sheet.

Certificate Renewal

Parts 1 and 2 – no significant changes

\$ 250.00 per Part

Parts 1 and 2 – significant changes

see Recertification below

Part 3

see Recertification below

Certificates issued for Part 1 or Part 2 may be renewed annually up to two times following initial certification subject to confirmation by the Client that there have been no significant changes. A site visit is not required by the Assessor.

Where either significant changes to the asset's performance for Part 1 or 2 have occurred or two renewals have been completed previously, recertification is required. Significant changes would be those that result in the change of the overall asset score by 5 percentage points or where there has been a change of building management companies (see **BREEAM USA Operational Guidance (PN130)** for more information).

Part 3 certificates are only valid for one year and require recertification annually.

Note: fees charged to Clients by licensed Assessors for verification and certifications are not determined by BRE Global and therefore, are not included in this Fee Sheet.

Recertification

Asset Performance Measurement and certification fees:	\$ 1,000 per asset
Part 1 Certificate – Asset Performance	\$ 750.00 per asset
Part 2 Certificate – Building Management Performance	\$ 750.00 per asset
Part 3 Certificate – Occupier Management	\$ 750.00 per asset

As with the initial certification, the Assessor is required to conduct a site visit to gather and verify sufficient evidence to substantiate the asset’s performance measurement. Once completed, the Assessor can submit a certificate request for their assessment report to BRE Global.

Once an assessment has passed a quality assurance audit and a certification decision made, BRE Global can certify the assessment. The certificate will be issued to the licensed Assessor and the asset’s certified status listed on GreenBookLive, the global BREEAM database for certified projects and assessors (www.greenbooklive.com) and BREEAM Projects (www.breeam.com/projects).

Note: fees charged to Clients by licensed Assessors for verification and certifications are not determined by BRE Global and therefore, are not included in this Fee Sheet.

Certificate Changes

Certificate amendment	\$ 100.00 per certificate
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At the licensed assessor’s request, certificates can be amended and re-issued after their initial issue. The licensed organization and/or assessor is required to give notice in writing to BRE Global of a change in legal constitution, trading or title, address, changes to the named individual on the certificate, or other significant particulars and declarations upon which the current certificate was granted, within thirty (30) days of any change becoming effective. Where the changes are such that the conditions under which the certification was granted are significantly affected, such as a change of building management companies, may be required. BRE Global will notify the Assessor if a full recertification will be required.

BRE Global reserve the right to charge additional fees at hourly rates to address system or technical queries where these exceed a reasonable norm.

BREEAM In-Use Building Plaques

BREEAM In-Use building plaques can be purchased and then displayed at an asset as long as the BREEAM In-Use certification is current. Certificate plaques display the BREEAM In-Use assessment rating and the star rating for each Part of BREEAM in-Use that has been certified. Options and pricing are available online in the BREEAM Store (<https://www.breeam.com/store/>).

Assessors and Assessor Organizations

Assessor Licensing

A license entitles the individual listed to offer and undertake assessment services under the BREEAM USA In-Use program. Each license includes:

- Unlimited access to the BREEAM In-Use assessment tools
- The ability to receive Performance Measurements for verification from Clients;
- The opportunity to provide certification of assets against all BREEAM USA In-Use Parts
- Organizational and individual listing on GreenBookLive (www.greenbooklive.com) and BREEAM Projects (www.breeam.com/projects).
- Regular communications and updates about the BREEAM In-Use program

Initial training and examination	\$ 2,000.00 per person
Annual license fee	\$ 500.00 per Assessor

The training includes access to online learning and a two-day workshop. The examination is taken at the end of the second day. Candidates must complete the course and pass the exam to be eligible for licensing. Corporate rates for in-house training are available: please contact breademy@bregroup.com.

Companies that employ one or more licensed Assessors must also become a licensed Assessor Organization. This allows for a streamlined process of managing a single licensing process for all the Assessors employed by the company. There is no additional charge to become a licensed Assessor Organization though there are associated terms and conditions to which the Company must agree.

BREEAM USA In-Use Assessor Examination Retakes

In-Use Assessor Training Examination Retake Fee	\$ 500.00 per retake
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Candidates are allowed to retake the exam up to two times within a 6-month period following the initial exam failure. Should they not pass the exam within this time period, they will need to complete the full training again.

Additional Assessor locations listings on BREEAM USA

Annual additional address listing in GreenBookLive	\$ 100.00 per listing
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Should an Assessor work from more than one office location, or a licensed Assessor Organization has more than one office address, additional Assessor addresses can be listed on the BREEAM USA website.

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Miscellaneous Fees

BRE Global monitors and records the performance of Licensed Assessors as described in BREEAM USA Operational Guidance (PN130). Where a complaint is received against an Assessor or an Assessor Organization, either may be liable for the costs of the investigation by BRE Global and subsequent rectification and recertification should improper conduct or work be determined by BRE Global to have occurred.