



BREEAM USA In-Use Fee Sheet

Valid From 01 August 2020

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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 and residential 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 v2016 Technical Manual \(PD130\)](#), [BREEAM USA In-Use: Residential v6 Technical Manual \(PD132\)](#), [BREEAM USA In-Use: Residential v6 Technical Manual Appendix \(PD132a\)](#) and [BREEAM USA In-Use: Commercial v6 Technical Manual \(PD133\)](#).

The fees set out in this document are applicable to BREEAM USA In-Use (BUIU) program. There are two version options available: **BUIU 2016** (Commercial only, launched in 2016) and **BUIU Version 6** (Commercial, Residential and Residential Plus, launched in 2020). Fees for Version 6 include all three programs.

Asset Registration

The Performance Measurement allows Clients to measure the performance of their asset against the BREEAM In-Use criteria for any or all of the applicable Parts.

Asset Performance Measurement

BUIU 2016	Version 6
\$ 1,000.00 per asset	\$ 1,000.00 per asset

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 available 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. 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 relevant Technical Manual.

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 platform (<https://breeminuse.breem.com/>) and agree to the terms and conditions for use of the website.

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 (<https://tools.breem.com/findaUSAassessor>). 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.

Certification

	BUIU 2016	Version 6
Part 1 Asset Performance Certificate	\$ 750.00 per asset	\$ 1,250.00 per asset
Part 2 Building Management Certificate	\$ 750.00 per asset	\$ 1,250.00 per asset
Part 3 Occupier Management Certificate	\$ 750.00 per asset	n/a
Certificate Validity	1 year	3 years

Certification requires the asset to have completed a Performance Measurement. The licensed Assessor will verify the performance described through an on-site visit and gather sufficient evidence to substantiate the asset's performance measurement. Once this is complete, 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 will issue the certificate. 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).

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 (BUIU 2016 only)

	BUIU 2016	Version 6
Parts 1 and 2 – no significant changes	\$ 250.00 per Part	n/a
Parts 1 and 2 – significant changes	New certification required	n/a
Part 3	New certification required	n/a

Certificates issued for Part 1 or Part 2 under BUIU 2016 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 10 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.

Mid-cycle Certifications (Version 6 only)

	BUIU 2016	Version 6
Part 1 Asset Performance Certificate	n/a	\$500 per asset
Part 2 Building Management Certificate	n/a	\$500 per asset

Certificates issued under Version 6 can last for up to 3 years. If the client wishes to submit new information or change the decision regarding their certificate within this time frame, they can opt to take part in mid cycle certification, the result of which will be valid for the remaining time on the original certificate.

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.

Volume Purchase

Volume purchase of Performance Measurements and Certification fees is available by cost proposal only. Cost proposals can be requested through BREEAMInUse@bregroup.com. Payments made directly through the BREEAM In-Use online platform will be charged at the standard rate and will not be eligible for a refund.

Quality Assurance Audit Failure

QA Audit Failure	BUIU 2016 \$600 per assessment	Version 6 \$600 per assessment
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In certain circumstances BRE Global will charge a fee for assessment failure. This is to encourage the submission of assessments to the required quality, avoid misuse of the QA process and ensure efficient use of QA auditors' time (and therefore avoid delays in auditing other licensed assessors' assessments). The assessment failure charge applies to the following circumstances:

- Where a significant number of non-conformances are identified
- The non-conformances indicate a fundamental misunderstanding by the assessor of how to apply and comply with the scheme – we reserve the right to conduct an audit of additional parts of the assessment where non-conformances are indicative of systematic misinterpretation of the scheme by the assessor
- The assessor submits supporting evidence beyond the ten working day deadline

Where an assessment failure has been identified, a report is issued to the assessor identifying the relevant corrective actions he/she needs to take before re-submitting the assessment. The assessment failure fee will be charged to the licensed organization by BRE Global.

Certificate Changes

Certificate amendment	BUIU 2016 \$100.00 per certificate	Version 6 \$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.

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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

Companies may take out a license when they employ one or more individuals who have completed the training and passed the appropriate exam. 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.

The individual(s) listed on the license is/are licensed to offer and undertake assessment services via their company under the BREEAM USA In-Use program. Each listed Assessor is provided:

- 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 Candidate
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 and Attendees (those who attend but don't take the exam) are available: please contact the BRE Academy (breacademy@bregroup.com) for further information.

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.

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.