

**Supplementary Questionnaire**

**Conveyancing Questionnaire**

This Supplementary Questionnaire must be completed if at any time in the last three financial years 20% or more of the gross fees for your Firm have been derived from any conveyancing work, including remortgages (residential &/or commercial). Continue on a separate sheet as necessary.

1. Please state the number of fee earners in your Firm who undertake or have undertaken conveyancing work:

	Last Completed Year	Prior Completed Year (-1)	Prior Completed Year (-2)	Prior Completed Year (-3)	Prior Completed Year (-4)
Solicitors					
Other qualified fee earners					
Non qualified fee earners					

2. Please complete the following in relation to residential conveyancing:

	Last Completed Year	Prior Completed Year (-1)	Prior Completed Year (-2)	Prior Completed Year (-3)	Prior Completed Year (-4)
Gross fee					
Number of Transactions					
Highest Capital Value					
Average Capital Value					
Percentage of total relating to remortgage work					

3. Please complete the following in relation to commercial conveyancing:

	Last Completed Year	Prior Completed Year (-1)	Prior Completed Year (-2)	Prior Completed Year (-3)	Prior Completed Year (-4)
Gross fee					
Number of Transactions					
Highest Capital Value					
Average Capital Value					

4. In any year in the last 3 years, have more than 10% of your conveyancing instructions originated from any one development or from any one client or referrer, e.g. mortgage broker, developer, financial advisor, estate agent? Yes  No

If Yes, please provide full details:

5. Please estimate what percentage of all your conveyancing instructions in each of the last five complete financial years relates to the purchase of buy to let properties:

Last Completed year  Prior Completed Year (-1)  Prior Completed Year (-2)   
Prior Completed Year (-3)  Prior Completed Year (-4)

6. a) What identity checks do you carry out on conveyancing clients:

b) How do you comply with lender requirements on verification of identity

c) If you do not meet a client prior to a transaction how do you establish identity?

d) How do you ensure you establish the net price paid for a property when acting on behalf of the purchaser?

7. Over the last three years what safeguards have you had in place to ensure that any information indicative of mortgage fraud (eg back to back transaction, discounts, incentives) is

a) Identified; and,



b) Reported to lender clients:

c) If anyone other than the Principal signs reports/and or certificates of title addressed to lenders please provide details.

8. On approximately how many occasions in the last 12 months have you received requests for conveyancing files from lender? Please provide full details including the name(s) of lender(s):

9. Has the practice or any prior practice in the last 12 months:

	Yes / No	Number
Undertaken residential or commercial surveys/valuations for lending purposes?		
Advised on any Home Income Plans or Equity Release Plans?		

Does the practice plan to do any of the above in the next twelve months? Yes  No

If yes please provide details

**DECLARATION**

I/we declare that to the best of my/our knowledge or belief the particulars and statements given in this application and any other documentation and information provided in connection with this application is true and complete and this application, declaration, documentation and information shall be the basis of the contract between myself/ourselves and the insurer.

I/we declare that I/we have informed the Insurer of all facts which are likely to influence the insurer in the acceptance or assessment of my insurance, I understand that failure to do so could invalidate this insurance. I accept that if I am in doubt whether any fact may influence the Insurer I should disclose it.

This questionnaire must be signed by a Principal, Director or Member of the Firm

Signature	Date
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Print Name

