



## Solicitors' Professional Indemnity Insurance **Conveyancing Questionnaire**

### Property Work

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

	2006/07	2007/08	2008/09
Solicitors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Qualified Fee Earners	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non Qualified Fee Earners	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Residential Conveyancing

2. Please advise the following for the past three Financial Years:

	2006/07	2007/08	2008/09
Gross Fee Income	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Approx Number of Transactions	<input type="text"/>	<input type="text"/>	<input type="text"/>
Highest Capital Value	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Average Typical Capital Value	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

### Commercial Conveyancing

3. Please advise the following for the past three Financial Years:

	2006/07	2007/08	2008/09
Gross Fee Income	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Approx Number of Transactions	<input type="text"/>	<input type="text"/>	<input type="text"/>
Highest Capital Value	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Average Typical Capital Value	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

4. Please advise the percentage of your residential conveyancing transactions that relate to the following:

	2006/07	2007/08	2008/09
First Mortgages	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Remortgages	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Buy to let	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

5. Are all conveyancing transactions directly supervised by a Partner, Principal or Director of the Practice?

If 'NO', please advise who is responsible for the supervision process and how this works:

YES  NO

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6. 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, eg. A mortgage broker, developer, financial adviser, estate agent?

YES  NO

If YES please provide full details

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7. What identity checks do you carry out on conveyancing clients?

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8. How do you comply with lender requirements on verification of identity?

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9. In the last 3 years what training on identifying mortgage fraud has been given to partners and staff who undertake conveyance work?

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10. Over the last 3 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

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(b) Reported to lender clients

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11. How often are file audits undertaken on residential conveyancing files (including partner to partner)?

Weekly  Monthly  Quarterly  Annually

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

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13. On approximately how many occasions in the last 12 months have you received requests for conveyancing files from lenders?

Please provide full details including the names of the lenders

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14. Has the practice acted for any sub prime lenders in the last 3 years?

YES  NO

If YES please provide full details

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15. Have you been suspended or removed from any lender panel in the last twelve months?

YES  NO

If YES please provide full details including the names of the lenders.

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Signed for and on behalf of the Practice: \_\_\_\_\_

Signature of Partner: \_\_\_\_\_

Partner's Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return to:

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