



Solicitors' Professional Indemnity Insurance **Conveyancing Questionnaire**

Name(s) of Practice: _____

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

	2007/08	2008/09	2009/10
Solicitors			
Other Qualified Fee Earners			
Non Qualified Fee Earners			

Residential Conveyancing

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

	2007/08	2008/09	2009/10
Gross Fee Income	£	£	£
Approx Number of Transactions			
Highest Capital Value	£	£	£
Average Typical Capital Value	£	£	£

Commercial Conveyancing

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

	2007/08	2008/09	2009/10
Gross Fee Income	£	£	£
Number of Transactions			
Highest Capital Value	£	£	£
Average Typical Capital Value	£	£	£

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

	2007/08	2008/09	2009/10
First Mortgages	%	%	%
Remortgages	%	%	%
Buy to let	%	%	%

5. (a) 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

5. (b) Does anyone other than a Principal sign reports and/or certificates of title addressed to lenders.

If 'YES' please provide details.

YES NO

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.

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

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

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

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

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

(b) Reported to lender clients

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?

Four horizontal lines for text input.

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.

Four horizontal lines for text input.

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

YES NO

If YES please provide full details.

Four horizontal lines for text input.

15. Have you been suspended or removed from any lender panel in the last 12 months?

YES NO

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

Four horizontal lines for text input.

16. Has the practice or any prior practice in the last 12 months?

(a) Undertaken residential or commercial surveys/valuations for lending purposes

YES NO

(b) Advised on Home Income Plans or Equity Release Plans

YES NO

Does the practice plan to do any of the above in the next 12 months?

YES NO

If YES please provide full details.

Three horizontal lines for text input.

Signed for and on behalf of the Practice:

Signature of Partner: _____

Partner's Name (please print): _____

Date: _____