



Supplementary questionnaire for Surveyors undertaking Survey and Valuation work

Please provide a full answer to every question.
Where there is insufficient space to answer a question please enclose additional sheets.
The form and any separate sheets should be completed, signed and dated by a principal, partner, director or member.

Your Details

Full business name

1. For which Building Society and/or Banks / Lending Institution(s) does Your firm act as a Panel Surveyor and what percentage of fees does each contribute to your total income?

| Lender | % of Fees |
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2. Has Your firm been refused admission to or removed from a lenders panel(s)? Yes / No

If Yes, please provide details

3. Please provide the following information relating to lenders' instructions received in the last 5 years:

Percentage of total instructions by:

| | Current Year less 4 | Current Year less 3 | Current Year less 2 | Current Year less 1 | Current Year |
|---|------------------------|------------------------|------------------------|------------------------|--------------|
| Sub Prime products: | % | % | % | % | % |
| Buy to Let products: | % | % | % | % | % |
| Conversions or New Build Properties for Developers: | % | % | % | % | % |
| Bridging Finance/Short Term Loans: | % | % | % | % | % |

4. Do you have a Business relationship with and/or a financial interest in any

- 1) Mortgage broker(s) Yes / No
- 2) Solicitor firm(s) Yes / No

If Yes, please give full details

5. If Yes to question 4 above, do you share commercial premises with these firms? Yes / No

6. Do you have a referral fee or shared commission arrangement with any third party organisation? Yes / No

7. Are any principals, directors, members, partners, consultants, contractors or employees with responsibility for valuations or staff who act in a supervisory / sign-off capacity in respect of valuations, involved in any other business practices outside the activities of your firm? Yes / No

If Yes, to questions 6 or 7 above, please provide full details

8. Does Your firm provide valuations for use by mortgage brokers?

Yes / No

If Yes, please specify the type of property and fee income from this work below

9. a) Please give details of all valuers who undertake valuation work

| Full name | Age | Qualifications | Date Qualified | Number of years experience of this work |
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Workload and Quality

b) What is the average number of surveys and valuations undertaken by those valuers detailed above per week from?

Number of reports

- i. Lender Valuations
- ii. Homebuyers Reports
- iii. Home Condition Reports
- iv. Full Structural Surveys and Valuations
- v. Other

c) Confirm in detail how your surveys and valuations are recorded, including usage of any digital imagery to support survey or valuation in the box below

d) Are reports checked by a professionally qualified surveyor prior to issue?

Yes / No

e) Do you use any disclaimers or standard contract terms agreed with your legal advisors?

Yes / No

f) Confirm in detail which of the following procedures you have had and continue to have in place to monitor the quality, accuracy and integrity of surveys and valuations e.g.

- 1) Audit and checking procedures Yes / No
- 2) Sign-off thresholds by size of valuation Yes / No

If Yes please provide full details in the box below

- 3) Spot checks on work
- 4) Peer reviews

Yes / No
Yes / No

If Yes please confirm a) frequency of such reviews

b) number of cases reviewed

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10. Work Radius

a) Please confirm where most of your firms survey/valuation work is undertaken:

| Mile radius from office | Percentage of Surveys / Valuations | Number of reports |
|-----------------------------|------------------------------------|-------------------|
| 0 – 25 mile radius | % | |
| Greater than 25 mile radius | % | |

b) If you regularly take on work outside your immediate geographical area, especially outside a 25 mile radius of your office(s), what extra controls do you put in place to ensure sufficient knowledge of local values or other factors that may affect the value / condition of the property in question?

Please give full details in the box below:

11. Valuations undertaken for lending purposes

a) Please give details of the five largest residential valuations undertaken in the last 5 years

| Type / Location of Property | Year of Report | Value of Property | Description of Work | Name of Lender |
|-----------------------------|----------------|-------------------|---------------------|----------------|
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b) Average value of residential valuations undertaken : £

c) Please give details of the five largest commercial valuations undertaken in the last 5 years

| Type / Location of Property | Year of Report | Value of Property | Description of work | Name of Lender |
|-----------------------------|----------------|-------------------|---------------------|----------------|
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d) Average value of commercial valuations undertaken : £

e) Please give details of the five largest portfolio valuations undertaken in the last 5 years

| Type / Location of Property | Year of Report | Value of Property | Largest individual property value | Description of work | Name of Lender |
|-----------------------------|----------------|-------------------|-----------------------------------|---------------------|----------------|
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f) Average value of all portfolio valuations undertaken: £

g) Average value of individual properties comprising largest portfolio valuation stated above: £

12. Valuations undertaken for non-lending purposes

Please give details of the five largest valuations undertaken for non-lending purposes

| Type / Location of Property | Year of Report | Value of Property | Description and purpose of work |
|-----------------------------|----------------|-------------------|---------------------------------|
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13. Valuation comparables

13 a) What type of comparable database does your firm use? Please give details in the box below

13 b) How regularly is this database updated?

13 c) What is the minimum number of comparables you hold per property valued?

13 d) How are comparables evidenced and recorded on your file?

13 e) For what period does a valuation remain valid?

13 f) How many drive-by valuations do you undertake?

13 g) How many desk-top valuations do you undertake?

13 h) In what circumstances would drive-by or desk top valuations be undertaken? Please give full details below

13 i) How do you substantiate valuations of unusual / unique buildings or structures?

14. When undertaking re-mortgage or further advance valuations in what percentage of cases do you:

- | | | |
|------|-------------------------------|---|
| i. | Re-inspect the property | % |
| ii. | Undertake drive-by valuations | % |
| iii. | Undertake desk-top valuations | % |

15. Have you ever Transcribed Valuation reports for different lenders? Yes / No

16. If you are a sole practitioner describe the procedures you have in place to obtain a second opinion e.g. in respect of valuations / difficult properties? Please give details in the box below:

17. Is allocation of work to individual valuers controlled via a central process? Yes / No

If No, please explain below how you prevent the possibility of undue influence being exercised by external parties. Please give full details in the box below

18. Does and has the Proposer in the past complied with the RICS Manual of Valuation issued by the Valuation and Rating Committee and the Statement of Asset Valuation Practice issued by the Asset Valuation Standards Committee in preparing valuations?

Yes / No

If No, please explain the circumstances in which these are not followed in the box below

19. Has any principal, partner, consultant or employee ever been convicted of (or charged with but not yet tried for) any criminal offence involving fraud or dishonesty?

Yes / No

If Yes, please provide full details in the box below

20. Does the firm carry out full recruitment checks in respect of all members of staff authorised to prepare and / or sign off survey and valuation reports?

If Yes, do checks include:

- | | | |
|------|---|----------|
| i. | Obtaining two work references prior to the appointment of new personnel? | Yes / No |
| ii. | Obtaining copies of original certificates to prove achievement of education and qualifications? | Yes / No |
| iii. | Verification of job applicants previous claims record? | Yes / No |



Important

Please read the following carefully before signing and dating the Declaration

It is essential that every Firm or Proposer when seeking a quotation to take out or renew any insurance discloses to Insurers all material facts and information (including all material circumstances) which might influence the judgement of an Insurer in assessing whether or not to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the Insurers, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice.

Declaration

I/we declare that after full enquiry the above particulars and statements given in this application and any other documentation and information provided in connection with this application is true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this application, declaration, documentation and information shall be the basis of the contract between myself/ourselves and the Insurer. If there is any material alteration to the particulars and statements which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform the Insurers.

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| Signature | <input type="text"/> | Date | <input type="text"/> |
| Name | <input type="text"/> | Position | <input type="text"/> |