



Supplementary Questionnaire

Survey and Valuation Work

This questionnaire must be completed signed and dated by your Principal, Director or Partner

Please ensure that all questions are answered in full and where there is insufficient space available in the form any relevant additional information is provided on a separate sheet

All material facts must be disclosed to us whether or not they are the subject of a specific question herein and you have a continuing duty to disclose such facts to us throughout the duration of the period of insurance. Failure to make such disclosures may prejudice your rights in the event of a claim or render the policy avoidable or cover reduced

Company Name

1 Fees

(a) Please state the total fees for the last 6 years earned from Survey and Valuation only

Survey and Valuation only	Last year	2nd year back	3rd year back	4th year back	5th year back	6th year back
Survey & Valuing – Residential	£	£	£	£	£	£
Survey & Valuing – Commercial	£	£	£	£	£	£

(b) Has more than 10% of your gross fee income in any one year been derived from lending S&V during the last 5 years?

YES NO

2 Work split

(a) Please provide a split of your survey and/or valuation fees between the following for the past year

Purpose	Residential		Commercial	
	Fees	No. of reports	Fees	No. of reports
Valuations for lending purposes		%		%
RICS Homebuyers or equivalent:				
with a lending valuation		%		%
with a non-lending valuation		%		%
with no valuation		%		%
Further advances/re-mortgage valuations		%		%
Full structural surveys:				
for purchaser/lender – with valuation		%		%
for purchaser/lender – no valuation		%		%
not associated with property transaction		%		%
Home condition reports for HIPS		%		%
Non-lending asset/probate valuations		%		%
Open market valuation appraisals, non-lending		%		%
Portfolio valuations, non-lending		%		%
Other – please provide details below		%		%
		%		%



(b) Have you undertaken any valuation work in respect of new build for developers, sub-prime or buy-to-let properties?

YES NO

If 'YES', please complete the following

	In the last:	Fees earned	No. of reports	Brief description of properties involved	Name of lender(s)
	Buy-to-let	12 months	£		
	5 years	£			
Sub-prime	12 months	£			
	5 years	£			
New build for developers	12 months	£			
	5 years	£			

3 Work radius

(a) Please indicate where your survey and/or valuation is undertaken

Mile radius from your office	Percentage of surveys/valuations
Less than 25 miles	%
25 to 50 miles	%
More than 50 miles	%

(b) If you undertake work outside a 25 mile radius, what extra controls have you put in place to ensure sufficient knowledge of local values or other factors that may affect the value or condition of the property in question?

Empty text box for extra controls

4 Valuations for lending purposes

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

Type and location of property	Year of report	Value of property	Description of work e.g. remortgage/full structural and valuation	Name of lender
		£		
		£		
		£		
		£		
		£		

(b) Average residential valuation undertaken in the last 5 years

£

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

Type and location of property	Year of report	Value of property	Description of work	Name of lender
		£		
		£		
		£		
		£		
		£		

(d) Average commercial valuation undertaken in the last 5 years

£



(e) Please provide details of all the lenders for whom you have undertaken valuation work in the last 5 years and where relevant indicate if they are off-shore or sub-prime lenders

Name of lender	Fees from last year	Fees from last 5 years	Off-shore	Sub-prime
	£	£	<input type="checkbox"/>	<input type="checkbox"/>
	£	£	<input type="checkbox"/>	<input type="checkbox"/>
	£	£	<input type="checkbox"/>	<input type="checkbox"/>
	£	£	<input type="checkbox"/>	<input type="checkbox"/>
	£	£	<input type="checkbox"/>	<input type="checkbox"/>

(f) Have you undertaken lending valuations on any of the following types of property in the last 6 years?

New build residential – private	<input type="checkbox"/>
New build residential – developer	<input type="checkbox"/>
Listed/over 100 years old	<input type="checkbox"/>
Non-standard construction	<input type="checkbox"/>
Licensed premises, pubs, restaurants, casinos or hotels	<input type="checkbox"/>

5 Portfolio valuations

Please provide details of the 3 largest portfolio valuations undertaken in the last 5 years

Year	Purpose of the valuation	Total value	Approx, highest individual property value in the portfolio	Number of properties in the portfolio
		£	£	
		£	£	
		£	£	

6 Risk management

(a) Has the proposer been removed from or refused admission to any lender’s panels?

YES NO

If 'YES', please provide details below



(b) Does the proposer and has the proposer in the past always complied with the RICS valuations standards "Red Book"? YES NO

If 'NO', please explain circumstances in which these are not followed

Empty text box for explanation of non-compliance with RICS standards.

(c) Please provide details of the comparable database you maintain and how its use is monitored and audited. Please also confirm how many comparables you use per property?

Empty text box for details of comparable database and monitoring/auditing.

(d) When undertaking remortgage or further advance valuations, in what percentage of cases do you

Re-inspect the property		%
Undertake drive-by valuations		%
Undertake desk-top valuations		%

(e) How do you control your firm's increased risk exposure resulting from drive-by or desk-top valuations and in what circumstances do you undertake them?

Empty text box for risk control measures and circumstances.

(f) Does the proposer have:

(i) a business relationship with a or a financial interest in any mortgage broker or solicitor?

YES NO

(ii) a referral fee or shared commission arrangement with a third party organisation?

YES NO

(iii) procedures to establish the existence of incentives on new build and refurbishment properties, for example ensuring receipt of a CML Disclosure of Incentives Form?

YES NO

(iv) controls to identify mortgage fraud?

YES NO

If 'YES' to any of the above, please provide details below

Empty text box for details of 'YES' responses.



(g) Please provide full details of the procedures you have in place to monitor the quality, accuracy and integrity of surveys and valuations (e.g. auditing, peer reviews, sign-off thresholds by size of valuation etc.)

7 Qualifications of staff

(a) For all staff who undertake valuations or structural surveys, please complete the following

Name	Qualifications	Number of years S&V experience	Years with this practice	Please state previous employment history where employed by this firm for less than 2 years

(b) Please provide details as to how your firm ensures that all staff and principals maintain their qualifications and ensure their knowledge is up to date

(c) Have any of the above named staff ever had a PI claim made against them prior to joining this practice? YES NO
If 'YES', please provide details including nature of work, alleged failure, outcome, amount paid

(d) Are all lending valuations undertaken by a "RICS Registered Valuer" under the RICS Valuer Registration Scheme? YES NO

If 'NO', please provide details below



Material Information

Is your duty to disclose all material facts. A material fact is one that would influence our judgement in the consideration of your questionnaire. If you are in any doubt as to whether a fact is material you should disclose it.

Use this space to provide any additional information, you may also attached additional pages.

Declaration

I/we declare that the above answers statements particulars and any additional information are true to the best of our knowledge and belief I/we confirm that all material facts have been disclosed and this questionnaire makes fair presentation of the risks posed to insurers I/we understand and agree that this application form shall be the basis of the contract with Glemham Underwriting Limited

Please remember to print this form and sign in the space below before sending the completed form – either in hard copy or as a scanned PDF – to your Insurance Advisor

Signature of Principal/Director/Partner:		
Name	Position	Date

Please retain a copy of this form for your records