

## Solicitors' Professional Indemnity Insurance Conveyancing Questionnaire

This form contains electronically enabled form fields, so you can easily complete it online and submit it using the button at the end of the form. Or, if you prefer, you can print this form and complete it by hand.

Name of practice:

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

	2013/14	2014/15	2015/16
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:

	2013/14	2014/15	2015/16
Gross Fee Income	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Approx. No. 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:

	2013/14	2014/15	2015/16
Gross Fee Income	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
No. 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 buy to let mortgages:

2013/14	2014/15	2015/16
<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

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

If no, please advise who is responsible for the supervision process and how it works.

Yes  No

(b) Does anyone other than the Principle sign reports and/or certificates of title addresses to lenders?

If yes, please provide details.

Yes

No

(c) Do you have systems in place to ensure timely compliance with undertakings?

If yes, please provide details.

Yes

No

6. (a) 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. a mortgage broker, developer, financial advisor or estate agent?

If yes, please provide details.

Yes

No

(b) In the last 6 years have you acted for multiple buyers of property in the same development or in the same building or a single buyer purchasing multiple properties?

If yes, please provide details.

Yes

No

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 (e.g. 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?

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.

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

If yes, please provide full details including the names of the lenders.

Yes

No

15. Over the last 6 years, have you acted in any back to back sales or purchases which you reported to lenders?

Yes

No

16. In the last 24 months have any clients for whom you conducted a right to buy purchase:

(a) Requested their file?

Yes  No

(b) Made or initiated a complaint or claim against your practice?

Yes  No

If yes, please provide full details .

17. Is the practice a member of the Law Society Conveyancing Quality Scheme?

Yes  No

Completed for and on behalf of the Practice:

Partner's Name (please print)  Date

Once fully completed and carefully checked please return the form by one of the following methods;

A) Save a copy of the form to your own network then return the form using the submit button below.

B) If you prefer to print and post please collate all forms and return to the address below.

Integro Richard Thacker, Century House, Hazel Grove, Stockport, SK7 5BW

Telephone: 0161 419 3090 Fax: 0161 491 3030

**PRESS HERE TO SUBMIT**