

**Solicitors Professional Indemnity  
Insurance**  
Supplementary Conveyancing  
Questionnaire



1) Practice Name:

2) Please provide the percentage of residential conveyancing transactions undertaken that relate to:

Indemnity Year	2008/09	2009/10	2010/11	2011/12	2012/13
First Mortgages	%	%	%	%	%
Re-Mortgages	%	%	%	%	%
Buy to Let	%	%	%	%	%

3) Please provide the following details:

<b>RESIDENTIAL CONVEYANCING</b>		2008/09	2009/10	2010/11	2011/12	2012/13
A	% of Total Gross Fees	%	%	%	%	%
B	Approx No. of transactions					
C	Highest Fee for a single conveyance					
D	Average Fee for Conveyance transactions					
E	No. of transactions relating to re-mortgage/2 <sup>nd</sup> mortgage					
F	No. of referrals from a broker, developer or intermediary					
G	Highest property value	£	£	£	£	£
H	Average property value	£	£	£	£	£
I	Highest Loan Value	£	£	£	£	£
J	Percentage of transactions involving lenders who are not members of the Council of Mortgage Lenders	%	%	%	%	%

<b>COMMERCIAL CONVEYANCING</b>		2008/09	2009/10	2010/11	2011/12	2012/13
A	% of Total Gross Fees	%	%	%	%	%
B	Approx No. of transactions					
C	Highest Fee for a single conveyance					
D	Average Fee for Conveyance transactions					
E	No. of transactions relating to re-mortgage/2 <sup>nd</sup> mortgage					
F	No. of referrals from a broker, developer or intermediary					
G	Highest property value	£	£	£	£	£
H	Average property value	£	£	£	£	£
I	Highest Loan Value	£	£	£	£	£
J	Percentage of transactions involving lenders who are not members of the Council of Mortgage Lenders	%	%	%	%	%

4) What percentage of transactions in 3 above (Residential and Commercial) involved the following lenders?

Name of Lender	2008/09		2009/10		2010/11		2011/12		2012/13	
	Res	Com	Res	Com	Res	Com	Res	Com	Res	Com
Advantage Home Loans	%	%	%	%	%	%	%	%	%	%
Affirmative Finance	%	%	%	%	%	%	%	%	%	%
Amber Home Loans	%	%	%	%	%	%	%	%	%	%
Astra Mortgages	%	%	%	%	%	%	%	%	%	%
Bank of Scotland	%	%	%	%	%	%	%	%	%	%
Beacon Home Loans Limited	%	%	%	%	%	%	%	%	%	%
Blemain Group	%	%	%	%	%	%	%	%	%	%
BM Solutions	%	%	%	%	%	%	%	%	%	%
Cheshire Mortgage Corporation	%	%	%	%	%	%	%	%	%	%
Cheval Property Finance Plc	%	%	%	%	%	%	%	%	%	%
Commercial First	%	%	%	%	%	%	%	%	%	%
Distinct Mortgages	%	%	%	%	%	%	%	%	%	%
Edeus	%	%	%	%	%	%	%	%	%	%
Freedom Finance	%	%	%	%	%	%	%	%	%	%
Future Mortgages Ltd	%	%	%	%	%	%	%	%	%	%
GE Money	%	%	%	%	%	%	%	%	%	%
GMAC	%	%	%	%	%	%	%	%	%	%
Godiva Mortgages	%	%	%	%	%	%	%	%	%	%
Infinity Mortgages	%	%	%	%	%	%	%	%	%	%
Interbay	%	%	%	%	%	%	%	%	%	%
Kensington Mortgage Company	%	%	%	%	%	%	%	%	%	%
London Mortgage Company	%	%	%	%	%	%	%	%	%	%
London Scottish	%	%	%	%	%	%	%	%	%	%
Mortgages PLC	%	%	%	%	%	%	%	%	%	%
Northern Rock	%	%	%	%	%	%	%	%	%	%
Ocean Money II Ltd	%	%	%	%	%	%	%	%	%	%
Platform Home Loans	%	%	%	%	%	%	%	%	%	%
Preferred Mortgages	%	%	%	%	%	%	%	%	%	%
Rooftop Mortgages	%	%	%	%	%	%	%	%	%	%
Salt Mortgages	%	%	%	%	%	%	%	%	%	%
Southern Pacific Mortgages Ltd	%	%	%	%	%	%	%	%	%	%
Victoria Mortgages	%	%	%	%	%	%	%	%	%	%

5) In the last six years has your practice or any prior practice ever undertaken any Right to Buy transactions?

Yes/No

If Yes to the above please provide the following information:

Indemnity Year	2008/09	2009/10	2010/11	2011/12	2012/13
Total Number of Transaction					
Number from referrals eg. Company/broker or agent					
Number of Direct Approaches					

6) Will the practice undertake any Right to Buy/Right to Acquire transactions in the next 12 months?

7) Please provide details of the persons in the firm that undertake or have undertaken conveyancing work:

	2008/09	2009/10	2010/11	2011/12	2012/13
i) Partners/Directors/Members	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ii) Solicitors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
iii) Other Qualified	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
iv) Non Qualified	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8) Are all clients met in person and what checks are performed to ensure the identity of your client?

9) What training is or has been provided on identifying mortgage fraud to Partners/Directors/Members and staff who undertake conveyancing work?

10) Are only Partners/Directors/Members able to sign/issue certificates of title and how are those who conveyancing work supervised?:

11) In the last five years have you been suspended or removed from any lender panel?

If Yes, please provide details:

12) During the last six years how many requests have you received for conveyancing files from lenders and /or solicitors?

Please provide details:

13) Please confirm what systems or conveyancing tools are used by your practice for conveyancing work.

If none please state none.

14) Are you a member of the Conveyancing Quality Scheme?

Yes/No

15) In the last 12 months where acting for the purchaser in residential conveyancing transactions, how many of your clients have purchased:

(a) A First Title Home Owners' Protection Policy?

(b) Any Other known or unknown risk legal indemnity policy?

**CONFIRMATION**

I/We warrant and declare that I/We have made full enquiry of all professional staff and that the particulars and statements in this proposal are true and complete and any other documentation and information provided in connection with this proposal are true and complete. I/We agree and accept that this proposal and declaration and the documentation and information which are provided (or should be provided) will be the basis of contract with Insurers. I/We also warrant and declare that I/We have informed the Insurer of all facts which are likely to influence the Insurer in the assessment or acceptance of this insurance.

I/We understand that failure to inform Insurers of all material facts, including but not limited to any circumstance which might give rise to a claim, could invalidate this insurance. I/We accept that if I/We am/are in doubt whether any fact may influence the Insurer I/We should disclose it. I/We also understand that I/We have a continuing obligation to disclose all material facts until commence of the policy.

I/We accept that all data collected by Directors & Professionals Ltd ('D&P') and Indemnity Risk Solutions (IRS) will be held in accordance with the Data Protection Act 1998 and that D&P and/or IRS may disclose this information only in order to obtain quotations for my/our practice's professional indemnity insurance.

*Signing this form does not bind you to accept any quotation provided by Directors & Professionals Limited and/or Indemnity Risk Solutions.*

**THIS PROPOSAL FORM MUST BE SIGNED BY A PRINCIPAL/MEMBER/DIRECTOR OF THE FIRM**

Signature  
(Principal/Member/Director)

Date

Print Name  
(Principal/Member/Director)

**PLEASE RETURN THIS FORM TO:**

**Directors & Professionals Limited  
4 St John's Road  
Tunbridge Wells  
Kent  
TN4 9NP**

**Tel: 01892 678850**

**Fax: 01892 678848**

**E-mail: [info@directorsandprofessionals.co.uk](mailto:info@directorsandprofessionals.co.uk)**

**Website: [www.directorsandprofessionals.co.uk](http://www.directorsandprofessionals.co.uk)**

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