

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 principle, partner, director or member.

YOUR DETAILS

Full business name

1. For which Building Societies / Banks / Lending Institutions does your firm act and what percentage of fees does each contribute to your total income in the last 12 months?

Lender	% of Fees	Do you act as Panel Surveyor for this lender?			
		Yes		No	
		Yes		No	
		Yes		No	
		Yes		No	
		Yes		No	
		Yes		No	
		Yes		No	

2. Has your Firm been refused admission to or removed from a lenders panel(s)?

Yes No

If "Yes", please provide details:

3. Surveying & valuing fees declared on the main proposal form split between the following:

Purpose	Residential		Commercial	
	Fees	No. of Reports	Fees	No. of Reports
1. Valuation for lending purposes (excluding 2,5,6, and 8 below)	%		%	
2. RICS Homebuyer Report or equivalent – with lending valuation	%		%	
3. RICS Homebuyer Report or equivalent – with non-lending valuation	%		%	
4. RICS Homebuyer Report or equivalent – with no valuation	%		%	
5. Further Advance valuations – for existing leader	%		%	
6. Re-mortgage valuations – for existing leader	%		%	
7. Asset Valuations for balance sheet purposes or probate / divorce valuations	%		%	
8. Building Surveys (Structural) – with lending valuation	%		%	
9. Building Surveys (Structural) – with non-lending valuation	%		%	
10. Building Surveys (Structural) – with no valuation	%		%	
11. For property investment funds	%		%	
12. Home Condition Report	%		%	
13. Other (please provide details below)	%		%	

4. Have you undertaken any valuation instructions for any of the following lenders in the last six years?

Bridging Finance/Short Term Loans:

Yes No

Crowdfunding Lenders:

Yes No

Peer to Peer Lenders:

Yes No

If "Yes", please provide full details of the identity of the lenders, the nature of the properties valued (residential, buy-to-let, commercial, development projects, etc.), the date and amount of the valuations and if known the Loan to Value percentages:

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

1) Mortgage broker(s)

Yes No

2) Solicitor firm(s)

Yes No

If "Yes", please give full details:

6. If Yes to question 5 above, do you share commercial premises with these firms?Yes No **7. Do you have a referral fee or shared commission agreement with any third party organisation?**Yes No

8. Are any principles, 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 7 or 8 above, please provide full details:

9. 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:

10. Workload and Quality

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

Full name	Age	Qualifications	Date Qualified	Number of years' experience of this work

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	<input type="text"/>
ii. Homebuyers Reports	<input type="text"/>
iii. Home Condition Reports	<input type="text"/>
iv. Full Structural Surveys and Valuations	<input type="text"/>
v. Others	<input type="text"/>

c) Confirm in detail how your surveys and valuations are recorded, including usage of any digital imagery to support survey 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 contractors 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 Yes No

4) Peer reviews Yes No

If "Yes", please confirm:

a) frequency of such reviews

b) number of cases reviewed

11. 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

12. Valuations undertaken for lending purposes

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

Type/Location of policy	Year of Report	Value of Property	Description of Work	Name of Lender

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 policy	Year of Report	Value of Property	Description of Work	Name of Lender

d) Average valuation of commercial valuations undertaken: £

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

Type / Location of policy	Year of Report	Value of Property	Description of Work	Name of Lender

f) Average value of all portfolio valuations undertaken: £

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

13. Valuations undertaken for non-lending purposes

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

Type/Location of policy	Year of Report	Value of Property	Description of Work	Name of Lender

14. Valuation Comparables

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

b) How regularly is this database updated?

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

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

e) For what period does a valuation remain valid?

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

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

h) In what circumstances would drive-by or desk-top valuations be undertaken? Please provide details:

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

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

- | | | |
|------------------------------------|----------------------|---|
| i. Re-inspect the property | <input type="text"/> | % |
| ii. Undertake drive-by valuations | <input type="text"/> | % |
| iii. Undertake desk-top valuations | <input type="text"/> | % |

16. Have you ever Transcribed Valuation reports for different lenders?

Yes No

17. If you are the sole practitioner, describe the procedure you have in place to obtain a second opinion e.g. in respect of valuations / difficult properties?

Please give details in the box below:

18. 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:

19. Does and has the Proposer in the past complied with the RICS Manual of Valuation issued by the Valuation and Ratings 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:

20. Has any principle, 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:

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

Yes No

If "Yes", do checks include:

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

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.

Your personal data may be processed and held by us in our capacity as data controllers in order for us to write and administer your policy and to assist in the claims handling process in accordance with applicable data protection laws. To read our data privacy policy in full and for more information about your data protection rights, please visit our website at:

<https://www.burnsandwilcox.co.uk/privacy-policy-cookies/>

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.

Signature

Date

Name

Position