

## Cavendish Munro Professional Risks Supplementary Surveying and Valuing Questionnaire

Where the space below is insufficient please provide responses on a separate sheet

<b>Proposer</b>	
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**1) Work Radius**

a) Please indicate where your survey/valuation work is undertaken:

Mile radius from office	Percentage of Surveys/Valuations
0-25 mile radius of office:	%
25-50 mile radius:	%
50+ 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?

**2) Type of work undertaken**

a) Please provide a split of your Surveying and Valuing fees and number of reports between the following:

Purpose	Residential		Commercial	
	Percentage	No	Percentage	No
1. Valuations for lending purposes (excluding 3 below)	%		%	
2. RICS Homebuyer or equivalent surveys	%		%	
3. Further advances/re-mortgage valuations	%		%	
4. Asset Valuations for balance sheet purposes or probate/divorce valuations	%		%	
5. Full structural surveys with valuations	%		%	
6. Building Surveys (no valuation)	%		%	
7. Home Condition Reports for HIPS	%		%	
8. Other (please provide details below)	%		%	

- b)** Have you undertaken any valuation work in respect of:  
 i) Buy-to-let properties; ii) Property clubs; iii) New build for developers; iv) Sub-prime products; during the:

Last 12 months?

(If "Yes", please provide details below.)

Previous 2 years?

(If "Yes", and the average annual numbers and details differ substantially from those given below ( or none undertaken in last 12 months), please provide details on a separate sheet.)

Valuations in respect of:	Percentage of Total Valuation Fee Income	No of Reports	Brief Description of Properties Involved	Name of Lender/s
i) Buy-to-let Properties	%			
ii) On behalf of Property Clubs	%			
iii) New build for developers	%			
iv) Sub-prime products	%			

**3) Valuations 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

- 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

- d)** Average value of commercial valuations undertaken: £

- e) Please provide details of the lenders for whom you have undertaken valuation work during the last 3 years and state the fee income for the last year

Name of Lender	Fee Income £	Name of Lender	Fee Income £

- f) Has the proposer been removed from or refused admission to any lenders panels?  
If "Yes" please provide details below:

- g) Detail below the type of comparable database you maintain and how its use is monitored/audited. Confirm how many comparables you hold per property.

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

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

- i) 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?

**4) Workload & Quality**

**a)** What is the average number of surveys undertaken per fee earner per week from?

- |  |  |
|--|--|
| i) Lender Valuations                                 |  |
| ii) Homebuyers Reports                               |  |
| iii) Home Condition Reports                          |  |
| iv) Full Structural Surveys and Valuations           |  |
| v) Other   |  |
| vi) Average total of surveys per fee earner per week |  |

**b)** Please describe in detail the procedures you have in place to monitor the quality, accuracy and integrity of surveys and valuations e.g. audit and checking procedures, sign-off thresholds by size of valuation, spot checks on work, peer reviews, validation of valuations, checks by visit to property?

**c)** 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?

**d)** Is allocation of work to individual valuers controlled via a central process?  
If "No", please explain below how you prevent the possibility of undue influence being exercised by external parties.

**5) Qualifications of Staff**

a) Please provide the following information for all fee earners undertaking Survey and Valuation work (if insufficient space, please list details on a separate sheet)

Name	Qualifications	Number of years with this practice	Previous experience of this type of work (please state previous employment history where employed within last 2 years)

b) Do you always verify qualifications and previous experience?

**6) Type of Property**

Please provide details of:

- a) the types and age of properties you regularly inspect:
- b) any listed, unique, unusual or pre 20<sup>th</sup> Century buildings you have inspected in the last year:

**7) Life Long Learning/Continuous Professional Development**

Please provide information on how your firm ensures that all staff and principals maintain their qualifications and ensure their knowledge is up-to-date

**8) Compulsory Insurance**

Please confirm the renewal date of your Employers Liability Insurance:

**IMPORTANT NOTICE CONCERNING DISCLOSURE**

It is your duty to disclose all material facts to the Company. A material fact is one that may influence an underwriter's judgement in the consideration of your proposal. If your proposal is a renewal, it is likely that any change in facts previously advised to the Company will be material and such changes should be highlighted. If you are in any doubt as to whether a fact is material you should disclose it.

I/We declare that the statements and particulars contained in the proposal are true and that I/We have not misstated or suppressed any material facts. I/We agree that this questionnaire together with any other information supplied by me/us shall form the basis of any contract of insurance effected thereon. I/We undertake to inform the Company of any material alteration to these facts occurring before completion of the contract of insurance.

Signature  
(Partner/Director)

Date

on behalf of  
(insert name of firm)

**A COPY OF THIS QUESTIONNAIRE SHOULD BE RETAINED BY YOU FOR YOUR OWN RECORDS**