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Professional Indemnity Supplementary Surveying and Valuing Questionnaire

To be completed where the Proposer carries out surveying and valuing activities

Proposer	

1. Work Radius

1a) Please indicate where most of your survey/valuation work is undertaken:

Mile radius from office	Percentage of Surveys/valuations
0-25 mile radius of office:	%
25-50 mile radius:	%
50-75 mile radius:	%
75+ mile radius:	%

1b) If you regularly take on work outside your immediate geographical area, especially outside a 75-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?

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2. Type of work undertaken

2a) Please provide a split of your Surveying and Valuing fees between the following:

Purpose:	Residential	Commercial
i) Valuations for lending purposes (excluding ii) below)	%	%
ii) Further advances/re-mortgage valuations	%	%
iii) Asset Valuations for balance sheet purposes	%	%
iv) Probate Valuations/divorce Valuations	%	%
v) Other (please identify)	%	%

2b) Provide total numbers of surveys in each category below for the past year:

Type:	Residential	Commercial
i) RICS Home Buyers or equivalent surveys		
ii) Full Structural Surveys/building inspections		
iii) Pre-purchase surveys/home condition inspections		

3 Mortgage valuations

3a) Detail below the type of comparable database you maintain and how its use is monitored/audited. Confirm how many comparables you hold per property.

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3b) When undertaking re-mortgage or further advance valuations in what percentage of cases do you

i) Re-inspect the property ?

%

ii) Undertake drive by valuations/desk top valuations?

%

If not 100% in respect of i) above describe below

a) How you control your firm's increased risk exposure in relation to drive-by or desk-top valuations and

b) Under what circumstances you undertake drive-by or desk-top valuations:

4 Workload

4a) What is the average number of surveys/valuations undertaken in a week per fee earner?

4b) Do you have a peer review mechanism?

Yes No

If "Yes" how is it monitored?

4c) If you are a sole practitioner please describe what the steps you would take if you came across a difficult issue and need to discuss this with a fellow professional.

4d) Describe steps taken to monitor workload and the quality of your finished reports. (Please attach copies of any office procedures or relevant quality documents)

5. Qualifications of staff

5a) Please confirm below the qualifications of fee earners undertaking S&V work and attach a summary of experience for any new fee earners employed within the last year.

If this is a new practice please attach summary of experience for all partner/directors of the firm and fee earners who will be undertaking this work.

Fee Earner	Qualification

5b) Where structural surveys are undertaken are these always carried out by Chartered Building Surveyors?

Yes No

If 'No' provide details of the experience/qualification of the person(s) undertaking the surveys

- 5c) Describe steps taken to ensure the competence of the person undertaking the work where appropriate qualifications are not held.

6. Type of property

- 6.1 Please provide details of the types and age of properties you regularly inspect.

- 6.2 Provide details of any listed, pre 20th Century, unusual or unique buildings you have inspected within the last year.

- 6.3 What steps are taken to ensure that, where such unusual properties are inspected, the person completing the valuation/survey is appropriately qualified and trained.

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 Other Information

Please provide any other information you feel relevant to show how your firm monitors/audits the quality of the survey and/or valuation work undertaken by your firm.

IMPORTANT

The questions on this form and any other details we specifically request, relate to facts considered material to underwriting the Insurance. If you answer them fully and honestly you will be considered to have fulfilled your duty to disclose material facts. Failure to do so may invalidate your Insurance. If in response to any of these questions you are in doubt whether a fact is material you should disclose it.

DECLARATION

I/we agree that if any answers have been completed by another person, such person shall for that purpose be regarded as my/our agent acting on my/our behalf.

I/we declare that to the best of my/our knowledge and belief the answers given are true, all material information as explained has been disclosed.

Signature
(Partner/Director)

Date

on behalf of *

* insert name of firm