



Conveyancing Questionnaire

This questionnaire must be completed if at any time in the last three financial years gross fees for your firm have been derived from any conveyancing work including remortgages (residential and/or commercial).

Continue any explanations on a separate sheet where necessary.

1) Please state the number of fee earners in your firm who undertake or have undertaken conveyancing work.

Table with 4 columns: Category, 2009, 2008, 2007. Rows: Solicitors, Other qualified fee earners, Non qualified fee earners.

2) Please fill in the below table in relation to residential conveyancing:

Table with 3 columns: Category, Annual as at last financial year end, Annual as at prior financial year end. Rows: Gross fees, Number of Transactions, Percentage of transactions relating to remortgage work.

3) Please fill in the below table in relation to commercial conveyancing:

Table with 3 columns: Category, Annual as at last financial year end, Annual as at prior financial year end. Rows: Gross fees, Number of Transactions.

4. In any of the last three 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, estate agent? If 'yes' please provide full details Yes ( ) No ( )

Four horizontal lines for providing details for question 4.

5. Estimate what percentage of all your conveyancing instructions in each of the last three complete financial years relates to the purchase of buy to let properties?

Four horizontal lines for providing percentage estimates for question 5.

6. a) What identity checks do you carry out on conveyancing clients? b) How do you comply with lender requirements on verification of identity?

Three horizontal lines for providing details for question 6.

---

---

---

---

---

7. Over the last three years what safeguards have you had in place to ensure that any information indicative of mortgage fraud (eg back to back transactions, discounts, incentives) is:
- a. Identified; and
  - b. Reported to lender clients

---

---

---

---

---

---

---

---

8. 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 name(s) of the lender(s).

---

---

---

---

---

---

9. Have you been suspended or removed from any lender panel in the last 12 month? Yes  No   
If 'Yes' please provide full details including the name(s) of the lender(s).

---

---

---

---

---

10. How do you ensure you establish the net price paid for a property when acting on behalf of the purchaser? i.e. incentives etc.

---

---

---

---

11. Does a partner directly supervise all residential conveyancing transactions undertaken by the firm and conduct file audits on residential conveyancing files including partner to Partner? Yes  No   
If 'No' please provide details

---

---

---

---

**Signed (Partner/Member/Director) :**

**Date:**