

## 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.

	Last completed year	Prior completed year (-1)	Prior completed year (-2)
Solicitors			
Other qualified fee earners			
Non qualified fee earners			

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

	Last completed year	Prior completed year (-1)	Prior completed year (-2)
Gross fees			
Number of Transactions			
Percentage of transactions relating to remortgage work			
Highest capital value			
Average typical capital value			

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

	Last completed year	Prior completed year (-1)	Prior completed year (-2)
Gross fees			
Number of Transactions			
Highest capital value			
Average typical capital value			

4. In any of the last three years have more than 10% of your conveyancing instructions originated from any 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

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?

Last completed year  %      Prior completed year (-1)  %      Prior completed year (-2)  %

6. a) What identity checks do you carry out on conveyancing clients?

b) How do you comply with lender requirements on verification of identity?

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?  
 If 'Yes' please provide full details including the name(s) of the lender(s).

Yes  No

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?  
 If 'No' please provide details

Yes  No

12. If you do not meet a client prior to a transaction how do you establish identity?

13. Does anyone other than a Principal sign reports and/or certificates of title addressed to lenders?  
 If 'Yes' please provide full details including the name(s) of the lender(s).

Yes  No

14. Has the practice or any prior practice in the last twelve months:

	Yes/No	Number
a) undertaken residential or commercial surveys/valuations for lending purposes?		
b) advised on Equity Release Plans?		

Does the practice plan to do any of the above in the next 12 months?  
 If yes, please provide full details

Yes  No

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

**Date:**