

Survey and Valuation Work Questionnaire



Surveyors and Estate Agents

Version 04.18.002

This form has been designed to be completed and signed electronically.

Once completed please save it and send it back to: fast-track@alicecastle.co.uk

Or if you would prefer to complete this form by hand, simply print it and post to:

Alice Castle Limited
63 St Mary Axe
London
EC3A 8AA

Tel: 0207 186 1630
Web: www.alicecastle.com

Please only complete this questionnaire if you carry out any survey and/or valuation work.

Section 1 – Basic Details

1.1 Firm Name

Section 2 – Fees

2.1 Please provide the following information relating to the last six years:

Financial Period	Total Gross Fees from Residential Surveying & Valuing	Total Gross Fees from Commercial Surveying & Valuing	Total Gross Fees for All Work Areas	Average Number of Surveys and/or Valuations per Fee Earner per Week
Last Complete Year				
2 nd Year Back				
3 rd Year Back				
4 th Year Back				
5 th Year Back				
6 th Year Back				

Section 3 – Work Radius

3.1 Please provide details of how far from your firm's premises the surveying and valuation work takes place.

	0-25 Mile Radius of Office	25-50 Mile Radius of Office	>50 Mile Radius of Office
Percentage of Surveys and/or Valuations			

Section 4 – Work Area Breakdown

4.1 Please provide a breakdown of fee income by percentage and total number of reports by the work areas listed below:

Work Area	Residential		Commercial	
	Fees	No. Reports	Fees	No. Reports
Valuation For Lending - Other Than Described Below	%		%	
RICS Homebuyer Report or Equivalent – With Lending Valuation	%		%	
RICS Homebuyer Report or Equivalent – With Non-Lending Valuation	%		%	
RICS Homebuyer Report or Equivalent – With No Valuation	%		%	
Further Advance Valuations – For Existing Lender	%		%	
Re-mortgage Valuations – For Existing Lender	%		%	
Asset Valuations For Balance Sheet Purposes or Probate/Divorce Valuations	%		%	
Condition Surveys – With Lending Valuation	%		%	
Condition Surveys – With Non-Lending Valuation	%		%	
Condition Surveys – With No Valuation	%		%	
Other - Please Specify	%		%	
Totals	0.00 %	0	0.00 %	0

Section 5 – Lenders

5.1 Please provide the following information relating to the last six years:

	Names of Lenders for whom most work was undertaken
Residential Buy-to-Let Valuations	
Valuations Related to Developers (whether new build or conversions)	
Valuations Related to Sub-Prime Products	
Other Residential Valuations	
Other Commercial Valuations	

Section 6 – Valuations

6.1 Please provide the following information relating to the last six years:

	Residential	Commercial	Related to Developers	Portfolio Valuations
Average Valuation				
Largest Valuation				

6.2 Have you been removed from or refused admission to any lenders' panel in the last six years?

6.3 What is the minimum number of comparables obtained to support your valuations?

6.4 How long do you hold comparables on file?

6.5 Have you always re-inspected properties when asked to refresh a valuation or in connection with re-mortgages or further advances?

6.6 Have you at all times complied with the RICS Valuation Standards (Red Book)?

6.7 Have **ALL** valuations and surveys been undertaken by a "RICS Registered Valuer" under the RICS Valuer Registration Scheme?

6.8 Have you undertaken any drive-by, kerbside or desktop valuations in the last six years?

If you have answered **Yes** to question 6.8 please provide details below:

6.8.1 Under what circumstances have you undertaken this type of work?

6.8.2 How did you control the increased risk?

Section 7 – Relationships With Third Parties

7.1	Have you at any time or do you intend to undertake any surveys or valuations other than of real estate and buildings?	
7.2	Do you have any business relationship with or financial interest in any mortgage broker or solicitor?	
7.3	Do you have a referral fee or shared commission arrangement with any other party?	
7.4	Have you at any time carried out a valuation where you have a financial or family relationship with any party?	

If you have answered **Yes** to any of the questions in Section 7 please provide full details below:

Section 8 – Duty To Make A Fair Presentation

You have a duty to make a fair presentation of the risk to be insured to the insurer. This requires disclosure of any information which would influence the judgement of a prudent insurer in deciding whether to accept your insurance, impose special terms, or charge an increased premium.

A proposal form, or any other document relating to the contract of insurance, must be answered fully and accurately. All representations must be substantially correct if relating to matters of fact, or made in good faith if they are matters of expectation or belief. Please consider the questions regarding any other information very carefully.

Please be aware that a failure to make a fair presentation of your risk may affect the payment of your claims, cause additional charges or even invalidate the policy.

Disclosure of information also applies to senior management and those responsible for the insured’s insurance. The definition of senior management is those individuals who play significant roles in the making of decisions concerning how the insured’s activities are to be managed or organised.

Information must be disclosed in a way which is reasonably clear and accessible to a prudent insurer.

This duty arises not only at inception of the policy but also at renewal or in the event of any material change in your risk during the period of insurance. Please contact us immediately if you have any doubt as to what constitutes a relevant fact or circumstance.

Section 9 – Declaration

I declare that after full enquiry of all senior management and those responsible for our insurance, the contents of this proposal are true and we have not misstated, omitted or suppressed any material circumstance or information.

I confirm that this proposal form, together with any other document that may have been provided, does provide a fair presentation of the risk to be insured.

If there is any material alteration to the facts and information provided or any new matter arises before the completion of the contract of insurance, I undertake to inform insurers.

Signed by (Principal, Partner or Director):		Printed:	
For and on behalf of:		Date:	