



## Conveyancing Questionnaire

This questionnaire must be completed if at any time 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	Prior Completed Year -3
<b>Principals</b>				
<b>Other qualified fee earners</b>				
<b>Non qualified fee earners</b>				

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

	Last Completed Year	Prior Completed Year -1	Prior Completed Year -2	Prior Completed Year -3
<b>Gross fees</b>				
<b>Number of Transactions</b>				
<b>Percentage of Transactions relating to remortgage work</b>				
<b>Highest Capital Value</b>				
<b>Average Typical Capital Value</b>				

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

	Last Completed Year	Prior Completed Year -1	Prior Completed Year -2	Prior Completed Year -3
<b>Gross fees</b>				
<b>Number of Transactions</b>				
<b>Percentage of Transactions relating to remortgage work</b>				
<b>Highest Capital Value</b>				
<b>Average Typical Capital Value</b>				

4. In any of the last six years have more than 5% 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 (whether or not a formal referral arrangement was in place)?

Yes  No

If 'Yes' please provide full details

5. Over the last six years has your practice acted for multiple (more than three) purchasers in the same development or building?

Yes  No

If 'Yes' please provide details on a separate sheet.

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

Last Completed Year	Prior Completed Year -1	Prior Completed Year -2	Prior Completed Year -3

7. In the last 15 years has your firm or any Prior Practice received referrals from a broker or marketing professional in relation to right to buy purchases? Yes  No  Number

8. Please complete the table below in relation to right to buy transactions

	Last Completed Year	Prior Completed Year -1	Prior Completed Year -2	Prior Completed Year -3
<b>Total number of Transactions</b>				
<b>Number from referrals eg. Company/Broker/Agent</b>				
<b>File Requests</b>				

9. a) What identity checks do you carry out on conveyancing clients?  
 b) How do you comply with lender requirements on verification of identity?  
 c) If you do not meet a client prior to a transaction how do you establish identity?  
 d) What measures are taken to identify potential money-laundering?

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

11. 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) and the total number of individual files requested.

12. Have you ever been suspended or removed from any lender panel? Yes  No   
 If 'Yes' please provide full details including the name(s) of the lender(s) on a separate sheet.

13. Over the last five years what processes has the Firm in place to ensure that changes to lender requirements (including those under CML Handbook Part 2) are properly tracked? If there has been a material change in your procedures and/or you have deployed software such as Conveycentric LenderMonitor (or similar) please provide dates as appropriate.

14. Does anyone other than a Principal sign reports and/or certificates of title addressed to lenders or their representatives? If 'Yes' please provide full details on a separate sheet. Yes  No

15. Has the Firm or any Prior Practice acted in the last five years in any conveyancing transaction involving a subprime lender? Yes  No

16. Has the Practice or any Prior Practice ever:
- a) undertaken residential or commercial surveys/valuations for lending purposes? Yes  No  Number
- b) advised on Equity Release Plans? Yes  No  Number
- c) accepted instructions from property clubs or investment schemes? Yes  No  Number
- d) does the practice plan to do any of the above in the next 12 months? Yes  No

If 'Yes' please provide details on a separate sheet

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

**Date:**



**HERA INDEMNITY**

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