



HERA INDEMNITY

MAKING A DIFFERENCE

SURVEYORS SURVEY AND VALUATION QUESTIONNAIRE

Surveyors Professional Supplementary Survey and Valuation

Instructions

- To be completed where the Proposer/Insured carries out Survey and Valuation activities.
- If there is insufficient space to provide answers, please supply additional information on a separate sheet of the Proposer's company headed paper.
- A copy of this questionnaire should be retained by you for your own records.
- All questions must be answered.

Proposer/Insured

Policy Number

1. Work Radius

Please indicate where your Survey/Valuation work is undertaken:

0-25 mile radius of office

Mile radius from office

Percentage of Surveys/Valuations

25-50 mile radius

50+ mile radius

If you regularly take on work outside your immediate geographical area, especially outside a 25-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?

2. Type of work undertaken

Please provide a split of your Survey and Valuation fees and number of reports between the following:

	Residential		Commercial	
	Percentage	No	Percentage	No
Valuations for lending purposes (excluding further advances/re-mortgage valuations)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RICS Homebuyer or equivalent surveys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Further advances/re-mortgage valuations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asset Valuations for balance sheet purposes or probate/divorce valuations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full structural surveys with valuations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Surveys (no valuation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Condition Reports for HIPS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (please provide details)	<input style="width: 100%; height: 80px;" type="text"/>			

Have you undertaken any Valuation work in respect of:

Buy-to-let Properties

Yes

No

Property Clubs

Yes

No

New build for Developers

Yes

No

Sub-prime products during the last 12 months. If Yes, please provide details in the table overleaf

Yes

No

Sub-prime products during the previous two years

Yes

No

If Yes, and the average annual numbers and details differ substantially from those given over the page (or none undertaken in last 12 months), please provide details on a separate sheet.

Valuations in respect of	Percentage of Total Valuation and Fee Income	No of Reports	Brief Description of Properties Involved	Name of Lender/s
Buy-to-let Properties	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On behalf of Property Clubs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New build for Developers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub-prime products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Valuations for lending purposes

Please give details of the five largest Residential Valuations undertaken in the last five years

Type/Location of Property	Year of Report	Value of Property	Description of Work	Name of Lender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Average value of Residential Valuations undertaken:

Please give details of the five largest Commercial Valuations undertaken in the last five years

Type/Location of Property	Year of Report	Value of Property	Description of Work	Name of Lender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Average value of Commercial Valuations undertaken:

Please provide details of the lenders for whom you have undertaken valuation work during the last three years and state the fee income for the last year

Name of Lender	Fee Income £
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Has the proposer been removed from or refused admission to any lenders panels?

Yes

No

If Yes, please provide details below:

Detail below the type of comparable database you maintain and how its use is monitored/audited.

Confirm how many comparables you hold per property.

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

Re-inspect the property

Undertake drive-by valuations

Undertake desk-top valuations

How do you control your Firm's increased exposure resulting from drive-by or desk-top valuations and in what circumstances do you undertake them?

4. Workload & Quality

What is the average number of surveys undertaken per fee earner per week from?

Lender Valuations

Homebuyer Reports

Home Condition Reports

Full Structural Surveys and Valuations

Other

Average total of surveys per fee earner per week

Please describe in detail the procedures you have in place to monitor the quality, accuracy and integrity of Surveys and Valuations e.g. audit and checking procedures, sign-off thresholds by size of valuation, spot checks on work, peer reviews, validation of valuations, checks by visit to property?

If you are a sole practitioner describe the procedures you have in place to obtain a second opinion e.g. in respect of valuations / difficult properties?

Is allocation of work to individual valuers controlled via a central process?

Yes

No

If No, please explain below how you prevent the possibility of undue influence being exercised by external parties

5. Qualifications of Staff

Please provide the following information for all fee earners undertaking Survey and Valuation work (if insufficient space please list details on a separate sheet)

Name	Qualifications	Number of years with this practice	Previous experience of this type of work (please state previous employment history where employed within last two years)

Do you always verify qualifications and previous experience? Yes No

6. Type of Property

Please provide details of:

The types and age of properties you regularly inspect

Any listed, unique, unusual or pre 20th Century buildings you have inspected in the last year

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.

Disclosure

It is your duty to disclose all material facts to the Company. A material fact is one that may influence an underwriter's judgement in the consideration of your proposal. If your proposal is a renewal, it is likely that any change in facts previously advised to the Company will be material and such changes should be highlighted. If you are in any doubt as to whether a fact is material you should disclose it.

I/We declare that the statements and particulars contained in the proposal are true and that I/we have not misstated or suppressed any material facts. I/We agree that this questionnaire, together with any other information supplied by me/us, shall form the basis of any contract of insurance effected thereon. I/We undertake to inform the Company of any material alteration to these facts occurring before completion of the contract of insurance.

Declaration

The undersigned person declares that the above statements and particulars are true, to their best knowledge and belief, and have not suppressed or mis-stated any material facts.

We agree that this declaration shall be the basis of the contract between Us and the Insurers.

Name of Director/Partner/Company Secretary

Date

Signature of Director/Partner/Company Secretary

Date



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