

Conveyancing Additional Information

Has the firm ever been removed or suspended from a lender's panel?

Yes No

If 'Yes', please provide details below:

Over the last five years have you acted for multiple Buyers of property in the same development or in the same building?

Yes No

If 'Yes', please provide details below:

Over the last five years:

	Last Completed Year	Prior Completed Year 1	Prior Completed Year 2	Prior Completed Year 3	Prior Completed Year 4
How many "back to back" sales or purchases have you completed?					
Of "back to back" sales and purchases reported to lenders how many did the lenders approve to proceed?					

Is any assistant, consultant, or employee (other than the partner, principle or member of the firm) allowed to sign reports and/or certificates of title addressed to lenders?

Yes No

If 'Yes', please provide details below:

Have all completion statements been checked by a senior member of staff other than the conveyancer who completed the transaction?

Yes No

If 'No', please provide details below:

Please provide a list of top five lenders you have acted for in the last four financial years, together with the number of completed transactions for each

Lender Name	Total Number of Transactions				
	Last Completed Year	Prior Completed Year 1	Prior Completed Year 2	Prior Completed Year 3	Prior Completed Year 4

Has your practice or any prior practice conducted any conveyancing transaction in the past 5 years which involved a lender who is not a member of the Council of Mortgage Lenders?

Yes No

If 'Yes', please identify the lenders involved and the volume of transactions

Please provide details of the clients, lenders and introducers you have worked with in the last four years, as set out below

	Last Completed Year	Prior Completed Year 1	Prior Completed Year 2	Prior Completed Year 3
Please provide the percentage of total conveyancing work coming from house builders/property developers				

Please provide the percentage of matters where you have accepted instructions from or work introduced by:	Last Completed Year	Prior Completed Year 1	Prior Completed Year 2	Prior Completed Year 3
Prime Lenders				
Secondary/Sub Prime lenders				
Intermediaries/Brokers/Packagers (Secured lending with which could be prime or sub prime with the instruction coming from a broker or intermediary)				
Investment/Property Clubs				
Other				

Please provide details of the clients, lenders and introducers you have worked with in the last four years, as set out below

Commercial	Last Completed Year	Prior Completed Year 1	Prior Completed Year 2	Prior Completed Year 3
Gross fees				
Approximate number of instructions in the last three years				
Highest capital values (£)				
Average typical capital value (£)				
Highest loan value (£)				
Residential	Last Completed Year	Prior Completed Year 1	Prior Completed Year 2	Prior Completed Year 3
Gross fees				
Approximate number of instructions in the last three years				
Highest capital values (£)				
Average typical capital value (£)				
Highest loan value (£)				
Percentage of total relating to remortgage work				
Percentage of total relating to buy-to-let work				

In the last 5 years has any individual accepted more than 10 instructions received from (or has more than 10% of the firm’s annual conveyancing income derived from) the same secondary/sub prime lender/intermediary/broker/packager/property developer/investment or property club? Yes No

If ‘Yes’, please provide details below:

Please state the number of fee earners in your practice who undertake or have undertaken conveyancing work

	Last Completed Year	Prior Completed Year 1	Prior Completed Year 2	Prior Completed Year 3	Prior Completed Year 4
Solicitors					
Other qualified fee earners					
Non-qualified fee earners					

What identity checks do you carry out on conveyancing clients?

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

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

How do you ensure that any potential mortgage fraud is identified?

Please provide details below:

Over the last 5 years what safeguards and training procedures 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?

b) Reported to lender clients (e.g. CML disclosure of incentives form)?

On approximately how many occasions have you received requests for conveyancing files from lenders?

Please provide full details including the name(s) of the lender(s).

Has the practice or any prior practice ever:

undertaken residential or commercial surveys/valuations for lending purposes?

Yes No

advised on Equity Release Plans?

Yes No

Does the practice plan to do any of the above in the next twelve months?

Yes No

If 'Yes', please provide full details.