

SURVEYORS AND VALUERS QUESTIONNAIRE

**TO BE COMPLETED BY AN INDIVIDUAL OR FIRM UNDERTAKING
 STRUCTURAL SURVEYS OR VALUATIONS**

1a) Please state the names of those individuals undertaking surveys and/or valuations, who require cover:
**IF ANYONE IS UNQUALIFIED AND/OR HAS LESS THAN FIVE YEARS EXPERIENCE,
 PLEASE ATTACH A SATISFACTORY C.V.**

Qualified, in this context, means:

Fellow or Professional Associate of the RICS

Fellow or Associate of the Incorporated Society of Valuers and Auctioneers

Fellow of the Architects and Surveyors Institute

Royal Institute of British Architects

Royal Institute of Architects of Scotland

b) If an unqualified individual undertakes surveys and/or valuations, is their work supervised by a
 qualified person? **YES/NO**

2a) Please advise the geographical spread of your surveys/valuations, in the last three years:

Northern Ireland	%	Midlands	%
Scotland	%	East Anglia	%
North East England	%	South West England	%
North West England	%	South East England	%
Wales	%	London	%
Other (please specify)	%		

b) Mile radius from office

Percentage of Surveys/Valuations

0-25 mile radius from office	%
25-50 mile radius	%
50+ mile radius:	%

3 Please advise, by percentage, your surveys/valuations, in the last five years	Residential		Commercial	
	Percentage	No	Percentage	No
Purpose				
Valuations for lending purposes (excluding 3 below)	%		%	
RICS Homebuyer or equivalent surveys	%		%	
Further advances/re-mortgage valuations	%		%	
Asset Valuations for balance sheet purposes or probate/divorce valuations	%		%	
Full structural surveys with valuations	%		%	
Building Surveys (no valuation)	%		%	
Home Condition Reports for HIPS	%		%	
Other (please provide details below)	%		%	

4 Have you undertaken any valuation work in respect of:				
		Last 12 Months		Previous 2 Years
i) Buy-to-let Properties		YES/NO		YES/NO
ii) Property Clubs		YES/NO		YES/NO
iii) New build for Developers		YES/NO		YES/NO
iv) Sub-prime products during the:		YES/NO		YES/NO
If yes, please provide details below		YES/NO		YES/NO
If yes, please give details below				
If yes, and the average annual numbers and details differ substantially from those given below (or none have been undertaken in the last 12 months), please provide details on a separate sheet				
Valuations in respect of:	Percentage of Total Valuation Fee Income	Number of Reports	Brief Description of Properties Involved	Name of Lender/s
Buy-to-let Properties	%			
On behalf of Property Clubs	%			
New build for developers	%			
Sub-prime products	%			

5 Please state the five largest residential valuations that have been undertaken (including their location), for each of the last five years, and indicate the reason for the valuation. (e.g. lending institution, asset valuation etc)

	Last Year	Previous Year	Previous Year	Previous Year	Previous Year
i)					
ii)					
iii)					
iv)					
v)					

6a) Please state the five largest commercial valuations that have been undertaken (including their location), for each of the last five years, and indicate the reason for the valuation. (e.g. lending institution, asset valuation etc)

	Last Year	Previous Year	Previous Year	Previous Year	Previous Year
i)					
ii)					
iii)					
iv)					
v)					

b) Please state the number and highest value of Portfolio valuations undertaken, for each of the last five years:

Year	Number	Value	Year	Number	Value
20			20		
20			20		
20					

7 Please provide details of the lenders for whom you have undertaken valuation work during the last 3 years and state the fee income for the last year:

Name of Lender	Fee Income	Name of Lender	Fee Income
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8 Is it your practice to always re-inspect for re-valuations or assignments of existing surveys?

YES/NO

If no, please advise the maximum period for which you deem surveys/valuations to be current, before such re-inspection is required.

9 Is all your valuation work in compliance with the RICS Manual of Valuation Guidance Notes and the Statement of Asset Valuation Practice and Guidance Notes (Red Book)?

YES/NO

If no, please explain why not

10 What, if any internal Quality Assurance standards are currently in use, to confirm/support the accuracy of any valuation and when were they introduced?

11 Do you operate any form of manual or computer cross-referral of valuations of similar/identical properties?
YES/NO

Signed:

Dated: