



This form contains electronically enabled form fields, so you can easily complete it online and submit using the button at the end of the form. Or, if you prefer, you can print this form and complete it by hand.

Name of Practice			
1. State the number of Fee Earners in your Practice who undertake/have undertaken Conveyancing work:			
	Last Completed Year	Prior Year (-1)	Prior Year (-2)
Principals			
Solicitors (exc. Principals)			
Other Qualified Fee Earners			
Non-Qualified Fee Earners			
2. Residential Conveyancing - Please advise the following for the past three Financial Years:			
	Last Completed Year	Prior Year (-1)	Prior Year (-2)
Approx. No. of Transactions			
No. of Transactions > £2m			
Highest Capital Value			
Average Typical Capital Value			
3. Commercial Conveyancing - Please advise the following for the past three Financial Years:			
	Last Completed Year	Prior Year (-1)	Prior Year (-2)
Approx. No. of Transactions			
No. of Transactions > £2m			
Highest Capital Value			
Average Typical Capital Value			
4. Please advise the percentage of your Residential Conveyancing transactions that relate to buy to let mortgages:			
	Last Completed Year	Prior Year (-1)	Prior Year (-2)
%			
5. Please provide your highest annual fee income derived from conveyancing in the past 6 years £			
6. a) On how many occasions in the past 3 years has the firm acted in relation to a residential leasehold extension, or enfranchisement where the premium paid was greater than £250,000?			
b) In respect of lease extensions: What is the (approximate) average value of the premium payable to extend the lease? £			
c) In respect of applications to enfranchise the freehold interest: What is the (approximate) average value of the premium payable? £			
d) What risk controls do you have in place to ensure that landlord and tenant instructions are properly managed?			
7. Please provide an approximation of where properties have been located for Residential Conveyancing transactions in the past Year:			
	% of transactions		% of transactions
London	%	Midlands	%
South East/East Anglia	%	North East	%
South West	%	North West	%
Wales	%	Other (list)	%

8. a)i) Are all conveyancing transactions directly supervised by a Partner, Principal or Director of the Practice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ii) If No , please advise who is responsible for the supervision process and how it works.	
b)i) Does anyone other than the Principal sign reports and/or certificates of title addresses to lenders? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ii) If Yes , please provide full details.	
c)i) Do you have systems in place to ensure timely compliance with undertakings? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ii) If Yes , please provide full details.	
9. In the past 10 years:	
a) Have you acted for the purchase of property outside the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b) Have you undertaken the conveyancing for land investment schemes or products? <input type="checkbox"/> Yes <input type="checkbox"/> No	
c) Have more than 10% of your conveyancing fees originated from any one development or from any one client or referrer (e.g. Mortgage Broker, Developer, Financial Advisor or Estate Agent)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
d) Have you acted for multiple buyers of property in the same development or building? <input type="checkbox"/> Yes <input type="checkbox"/> No	
e) Have you acted for vendors, purchasers or lenders in residential 'sale and rent back' transactions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
f)i) Have you acted for buyers or sellers of off-plan, new build or refurbished property development units? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ii) If Yes , were the buyers deposits more than 10% of the purchase price? <input type="checkbox"/> Yes <input type="checkbox"/> No	
g) Have you acted in the promotion or facilitation of Stamp Duty Land Tax schemes/transactions, which have not been disclosed and approved by HMRC and/or are not recognised HMRC reliefs & exemptions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
h) Have you identified, or reported to lenders, any information indicative of mortgage fraud or have you ceased to act for clients as a result of such information coming to light? <input type="checkbox"/> Yes <input type="checkbox"/> No	
i) Have you put safeguards in place to ensure that any information indicative of mortgage fraud (e.g. back to back transactions, discounts, incentives etc.) is identified & reported to lender clients? <input type="checkbox"/> Yes <input type="checkbox"/> No	
j) How does the firm ensure compliance with variations and changes in lender criteria?	
k) Have you acted for buyers of property in the UK not domiciled in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have answered Yes to any of question 6 please provide full details	
10. How do you ensure you establish the net price paid for a property when acting on behalf of the purchaser?	
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 names of the lenders.	
12. a) Have you been suspended or removed from any lender panel in the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b) If Yes , please provide full details including names of the lenders.	

13. In the last 24 months have any clients for whom you conducted a right to buy purchase:	
a) Requested their file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Made or initiated a complaint or claim against your Practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) If Yes to a) or b) please provide full details	
14. On how many occasions in the past 6 years have you acted for lenders or buyers in respect of leasehold property where the ground rent doubles in a period less than 15 years?	
15. a) In respect of commercial property leases, how do you ensure the required terms, including break clauses, are contained in the leases drafted?	
b) Does the Practice ensure that written Reports on Title are provided ahead of Exchange of Contracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. a) Does the Practice use any conveyancing workflow, case management or completion programme software?	
b) If Yes, please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed for and behalf of the Practice:	
Partner's Name	Date
Once fully completed please ensure you save a copy of the form to your local computer before returning it to us. Please return using the submit button below or alternatively post the form and relevant documentation to us at:	
 Tysers Century House Pepper Road Hazel Grove SK7 5BW  0161 419 3000	
SUBMIT	