



Professional Indemnity

Proposal Form Surveyors and Related Professions

Supplementary Questionnaires:

If the firm undertakes or has undertaken any mortgage broking please also download the Mortgage Broking Questionnaire.

If the firm has or is intending to provide any elements of the Home Information Pack, including the Energy Performance Certificate, please also download the HIPs Questionnaire.

If the firm has or does provide any Payment Protection Insurance (PPI / MPI) products, please also download the PPI Questionnaire.



SURVEYORS AND RELATED PROFESSIONS.

Company name:

Contact details:

Address:	Contact name:
	Telephone: Fax:
	Email:
Post code:	Website:

Please provide similar details for any other companies or businesses (including associated or subsidiary companies) requiring cover under this insurance, below.

Additional insured name and address:

Postcode

NOTE: Please note that you should answer all subsequent questions on this application form in relation to all parties to be insured under this policy

Additional liabilities:

Is cover required for anything other than work undertaken by the firm(s) identified on the Professional Indemnity Insurance proposal form? This may include a predecessor in business or liability of one of your partners or principals relating to work undertaken elsewhere.

YES NO

If YES, please provide details:

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Date business established:

Total income:

	Last complete financial year	Current year	Estimate next year
UK law contracts	£	£	£
Foreign law contracts	£	£	£
Jurisdiction applying			

During the last financial year (estimate if new start-up)

Largest fee from any one client	Average fee from any one client
£	£

Partners and Directors:

Name	Qualifications	No. of years experience

Where a partner or director has been in their profession for less than five years, please send us their brief CV along with this proposal form.



Staff

Number of employees?

How many of your staff are RICS qualified?

Your business activity

Please split your last completed financial year's income approximately between the following professional disciplines and complete the additional information columns where requested. If this proposal form is being completed on behalf of a new business, please split your estimated fee income for the forthcoming year:

1. Estate agency - residential

 %

2. Estate agency - commercial (non-investment related)

 %

3. Investment and development agency
(please supply full details on a separate sheet)

 %

4. Agricultural agency

 %

5. Commercial rent review

 %

Highest annual rental reviewed in the last year

 £

Approximate average annual rental reviewed last year

 £

6. Residential rent review

 %

7. Expert witness

 %

8. Party wall/schedule of dilapidations

 %

9. Auctioneering – chattels/machinery/and/property

 %

10. Auctioneering – fine art

 %

11. Residential property management/lettings

 %

12. Commercial property management
(including blocks of flats)

 %

13. Energy Performance Certificates

 %

14. Home Information Pack production

 %

15. Building surveying

a) Home condition reports

 %

b) Building surveys of residential property
(no valuation included)

 %

c) Building surveys of commercial and industrial
property (no valuation included)

 %

d) Homebuyers reports

 %

e) Full structural surveys

 %

16. Property valuation

a) Residential lending

 %

Number of valuations undertaken:

Highest value for last five years:

 £

Approximate average value for last five years:

 £

b) Residential non-lending	<input type="text"/>	%
Number of valuations undertaken:	<input type="text"/>	
Highest value for last five years:	<input type="text"/>	£
Approximate average value for last five years:	<input type="text"/>	£

Please state the purpose of these valuations:

c) Commercial lending	<input type="text"/>	%
Number of valuations undertaken:	<input type="text"/>	
Highest individual value for last five years:	<input type="text"/>	£
Highest portfolio value for last five years:	<input type="text"/>	£
Approximate average value for last five years:	<input type="text"/>	£

d) Commercial non-lending	<input type="text"/>	%
Number of valuations undertaken:	<input type="text"/>	
Highest individual value for last five years:	<input type="text"/>	£
Highest portfolio value for last five years:	<input type="text"/>	£
Approximate average value for last five years:	<input type="text"/>	£

Please state the purpose of these valuations:

17. Land surveying (including setting out)		
a) Topographical/cartographical	<input type="text"/>	%
b) Hydrological	<input type="text"/>	%
18. Quantity surveying		
a) Contracts less than £1 million	<input type="text"/>	%
b) Contracts over £1 million	<input type="text"/>	%
19. Architectural		
a) Contracts less than £1 million	<input type="text"/>	%
b) Contracts over £1 million	<input type="text"/>	%
20. Project management		
a) Contracts less than £1 million	<input type="text"/>	%
b) Contracts over £1 million	<input type="text"/>	%
21. Project co-ordination		
a) Contracts less than £1 million	<input type="text"/>	%
b) Contracts over £1 million	<input type="text"/>	%

- 22. Planning supervision
 - a) Contracts less than £1 million %
 - b) Contracts over £1 million %
- 23. Party Wall / Schedule of Dilapidations %
- 24. Rating %
- 25. General insurance introducers commissions/income %
- 26. Mortgage broking commissions/income
(a separate questionnaire will be required) %
- 27. Building society agency %
- 28. Other (please specify below) %

Please identify which organisation regulates your activities referred to in questions 25 & 26 above:

Do you comply and have you at all times in the past complied with the RICS Manual of Valuation Guidance Notes and the Statement of Asset Valuation Practice and Guidance Notes and the RICS Appraisal and Valuation Manual?

YES NO

Please describe your firm's area of specialisation or particular expertise and/or the target market you tend to offer your services to (if applicable):

If you have declared income in any of sections 18, 19, 20, 21 above, please complete the following table for your largest contracts: (if necessary, please continue on a separate sheet)

Starting date	Description of contract (e.g. hotel, factory) and your services	Total contract value	Approx. date of practical completion	Your fee



During the last 5 years has the firm acted as quantity surveyor on a contract with a total value in excess of £10m? YES NO

During the last 5 years has the firm acted as project manager on a contract with a total value in excess of £2m? YES NO

During the last 5 years has the firm acted as project co-ordinator on a contract with a total value in excess of £3.5m? YES NO

If YES to any of the above please provide details.

Starting date	Description of contract (e.g. hotel, factory) and your services	Total contract value	Approx. date of practical completion	Your fee

Will the firm be regulated by the RICS by 01 November 2007? YES NO

Does the firm undertake asbestos inspections?
If YES a separate questionnaire will need to be completed. YES NO

Where you act as a property manager, do you ensure that your retainer with the landlord specifies the extent of your responsibilities as to the management of asbestos? YES NO

Does the firm knowingly undertake any work which includes contaminated or polluted land or property or advise as to whether or not land or property might be contaminated or polluted?
If YES a separate questionnaire will need to be completed. YES NO

Has the firm ever transacted any business regulated by the financial services act 1986 or the financial services and markets act 2000? YES NO

Have you ever bought Professional Indemnity Insurance in the past? YES NO

If YES, please provide details:

Name of Insurer	Limit of indemnity	Excess	Premium	Renewal Date	No. of years continuously held

Please advise the limit of Indemnity now required together with your preferred excess.

Option	Limit	Excess
A	£	£
B	£	£



You must complete this section.

In relation to your professional business activities, are you after reasonable enquiry aware of:
Any shortcoming in your work which may lead to a claim against you.

This includes:

- A shortcoming known to you which you cannot reasonably put right.
- A complaint about your work or anything you have supplied which cannot be immediately resolved.
- An escalating level of complaint on a particular project.

YES NO

A client withholding payment due to you after any complaint.

YES NO

Any loss from the dishonesty or malice of any employee or self-employed freelancer.

YES NO

Any loss from the suspected dishonesty or malice of any employee or self-employed freelancer.

YES NO

Any matter which may give rise to a claim against your predecessors in business or any past partner, principal, director or employee.

YES NO

If you answered YES to any of the above, please provide full details:

Have you or any of your partners or directors at any time either personally or in any business capacity:

1. been declared bankrupt or become insolvent or made any voluntary arrangement with creditors or been subject to enforcement of a judgment debt?

YES NO

2. been a partner, a director or had a controlling interest in any company, firm or business entity which has entered into a voluntary arrangement with creditors or been subject to any application for liquidation, administration, receivership or to enforcement of a judgment debt?

YES NO

If the answer to 1. and/or 2. above is YES, please give full details on a separate sheet.

3. Has any claim, whether successful or not been made against you or your predecessors in business or any past or present partner, principal, director or employee (whether previously insured or not)?

YES NO

4. Have you ever had any insurance or proposal cancelled, withdrawn, declined or made subject to special terms?

YES NO

If the answer to 3. and/or 4. above is YES, please give full details below:

Date	Details



DECLARATION

You must complete this section.

Please read the declaration carefully and sign at the bottom.

MATERIAL INFORMATION

Please provide us with details of any information which may be relevant to our consideration of your proposal for insurance. If you have any doubt over whether something is relevant, please let us have details.

DATA PROTECTION

By signing this Proposal Form you consent to Collegiate Management Services Limited using the information we may hold about you for the purpose of providing insurance and handling claims, if any, and to process sensitive personal data about you where this is necessary (for example health information or criminal convictions). This may mean we have to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by us as set out above. The information provided will be treated in confidence and in compliance with the Data Protection Act 1998. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

DECLARATION

I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of our proposal for insurance have been disclosed.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

I/We understand that non-disclosure or misrepresentation of a material fact or matter will entitle Collegiate Management Services Limited to avoid this insurance.

I/We agree that this proposal form and all other written information which is provided are incorporated into and form the basis of any contract of insurance.

Signature of Principal/Partner/Director

Date

Name _____
(in capitals)

A copy of this proposal should be retained for your records.