



Surveyors, Estate Agents
and other Property
Professionals

Proposal Form

Surveyors Proposal Form

IMPORTANT INFORMATION REGARDING COMPLETION OF THIS FORM

Method of Completion

This proposal form may be completed in ink or electronically and signed and dated version sent to us prior to binding cover;

All questions must be answered (if necessary comment as “not applicable” or “none”).

Presentation

If there is insufficient space in the proposal form, or simply to provide underwriters with a better understanding of your experience, expertise or activities, please supply additional information on your letter headed paper;

CV’s of your principals/directors should be supplied if you have not previously been insured, or if any principal has been in their current position fewer than three years;

Copies of your standard contract conditions, brochures or other marketing material should be supplied if this helps to describe the activities undertaken.

Disclosure

It is essential that every Firm or Proposer when seeking a quotation to take out or renew any insurance make a fair representation of the risk they are seeking to insure. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so may have serious adverse consequences for coverage under the contract of insurance. If you have any doubt as to what constitutes a fair presentation please do not hesitate to ask for advice from your insurance advisor;

It is particularly important to disclose all potential professional negligence claims that may be made against you and to notify your current insurers of such matters as appropriate.

1. NAME(S) OF REDURED/PROPOSER (including all trading names of entities to be Insured)

(Please include any predecessors for whom cover is required)

2. ADDRESS OF THE PRINCIPAL OFFICE

Please list all other locations by Town or Country if overseas and identify the supervising Partner/Director at each location. Please provide an appendix sheet if required)

ALL OTHER ADDRESSES BY TOWN ONLY

Partner Contact:	
Telephone Number:	
E-Mail:	
Fax Number:	
Web-Site Address:	

3. DATE OF COMMENCEMENT OF CURRENT BUSINESS

DATE OF COMMENCEMENT OF AND CESSATION OF FORMER BUSINESS

(If Applicable)

REASON FOR CESSATION OF FORMER BUSINESS

4. FULL DESCRIPTION OF BUSINESS ACTIVITIES

(Please attach brochure(s) if available):

5. PARTNERS/DIRECTORS/SOLE PRACTITIONERS & CONSULTANTS:

Names of: a) Partners/Directors/Sole Practitioners b) Consultants	Qualifications & Professional Associations	Date Qualified	Number of Years as Partner/Director/Sole Practitioner
a)			
b)			

6. NUMBER OF OTHER STAFF

Not including the above:

Qualified:

Other:

7. RECENT CHANGES

During the last six years, has the name(s) of the Insured / Proposer changed or has any amalgamation or acquisition taken place, or have there been changes of Partners/Directors/Sole Practitioners ? (i.e. departed, retired or deceased etc...)

Yes No

If “**YES**”, please give details below:

8. NEW ACTIVITIES

Please provide details of major new activities being undertaken during the forthcoming financial year, i.e. new offices, new disciplines, territories etc...

9. OTHER FINANCIAL INTERESTS

Does the Insured / Proposer or any Partner/Director undertake work for any partnership, company or organisation in which they are in a position to exercise a controlling interest in such a partnership, company, organisation? (Apart from shares held in Public Companies)

Yes No

If “**YES**”, please state the name and nature of such Organisation and outline the work undertaken:

10. JOINT VENTURE / CONSORTIUM

(a) Is the Insured / Proposer or any other Partner / Director / Proprietor currently a member of a Consortium or has the Firm or any Partner / Director / Proprietor worked in the past in association with any other Firm or Organisation?

Yes No

If “YES”, please supply full details including names of all members and details of PII cover carried by each party:

(b) Is cover required for such work?

Yes No

IF “YES”, INSURERS WILL REQUIRE A COPY OF ANY NEW AGREEMENT NOT PREVIOUSLY DECLARED TO UNDERWRITERS.

11. INDEPENDENT CONSULTANTS

When independent or specialist consultants are required, has the Insured / Proposer in the past ensured, and will in the future endeavour to ensure, that such consultants are appointed directly by and paid by your client?

(a) IN THE PAST? Yes No

(b) IN THE FUTURE? Yes No

PLEASE NOTE: WHENEVER YOU ENGAGE OR EMPLOY CONSULTANTS, YOU SHOULD ASK EACH YEAR FOR EVIDENCE OF THEIR PROFESSIONAL INDEMNITY INSURANCE.

12. CONTRACTOR/SUPPLIER?

Does the Insured / Proposer engage in any construction, erection or supply of material? Yes No

If “YES”, please provide full details (Please attach appendix sheet if required):

13. GROSS TURNOVER/FEE INCOME

Please advise (for new insured(s)/proposer(s) start up's, please estimate the expected turnover/fee income:

	Actual for <u>Last</u> Financial Year	Estimate for <u>Current</u> Financial Year	Estimate for <u>Next</u> Financial Year
UK in £	£	£	£
<u>USA or Canada in £</u>	£	£	£
Elsewhere excluding USA or Canada in £	£	£	£

Total in £	£	£	£
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PLEASE STATE THE DATE OF YOUR FINANCIAL YEAR END:

14. DISCIPLINE PROFILE

Please advise split of gross fee income received in the last complete financial year:

	%
(a) Quantity Surveying (Other than specific items listed below)	
(b) General Practice (Other than specific items listed below)	
(c) Building Surveying (Other than specific items listed below)	
(d) Estate/House Agency/Sales (i) Residential	
(ii) Commercial	
(iii) Investment Agency	
(e) Auctioneering – (i) Livestock	
(ii) Fine Art	
(iii) Plant & Machinery	
(iv) Other	
(f) Energy Performance Certificates	
(g) Home Condition Reports	
(h) Home Information Packs	
(i) Survey/Valuation Reports (Residential Property)	
(i) Full Structural Surveys	
(ii) Partial Surveys (Homebuyers etc.)	
(iii) Building Society Valuation Reports	
(iv) Probate/Matrimonial Valuations	
(j) Survey/Valuation Reports (Commercial Property and Land)	
(i) For Lending Purposes	
(ii) For Purchasers	

(iii) For Accounting Purposes	
(iv) Other (please provide details)	
(k) Survey/Valuation Reports (Agricultural Property)	
(i) For Lending Purposes	
(ii) Other (please provide details)	
(l) Plant & Machinery Valuations	
(m) Rent Reviews/Lease Renewals	
(n) Commercial & Agricultural Property/Estate/Land Management	
(o) Residential Lettings/Management	
(p) Land/Mineral/Hydrographic Surveying	
(q) Setting Out	
(r) Project Management (Where the Firm is responsible for appointing other professionals and/or contractors in accordance with the contract)	
(s) Project Co-ordination (Where the Firm's principal makes the appointments, whether on the Firm's recommendation or not)	
(t) Architectural	
(u) Town Planning	
(v) Planning & Development Consultancy	
(w) Rating	
(x) General Insurance Agency & Building Society Agency	
(y) Financial Services (completion of a separate Questionnaire may be required)	
(z) Any Other Work – Please advise details:	
	100%

15. Under Q14 DISCIPLINE PROFILE above

For any activities where you have answered “Nil” please give details if you have undertaken such work in the last six years (or at all, if Financial Services).

16. PROJECT MANAGEMENT/PROJECT CO-ORDINATION

Please advise contract values of the five largest jobs in the last three years:

Contract Value (£)	Project Management/Project Co-ordination?

17. RESIDENTIAL ESTATE AGENCY

Please advise the approximate range of individual property values handled currently

Lowest Property Value (£)	Highest Property Value (£)	Average Property Value (£)

18. COMMERCIAL ESTATE AGENCY

Please advise the approximate range of individual property values handled currently, together with details of types of property handled (including agricultural property, if applicable)

Lowest Property Value (£)	Highest Property Value (£)	Average Property Value (£)

Types Of Property Handled:

19. SURVEY/INSPECTION/VALUATION REPORTS

a) Cover does not normally apply to any survey/valuation work unless carried out by those persons holding one of the below-mentioned qualifications, or by persons with at least five years' survey/valuation experience, or by others who are supervised by qualified persons. If cover is required for any other individuals, please provide details in the box below.

- Fellow or Professional Associate of the Royal Institution of Chartered Surveyors
- Fellow or Associate of The Incorporated Society of Valuers and Auctioneers
- Fellow or Associate of the Faculty of Architects and Surveyors
- Fellow or Associate of the Royal Institute of British Architects
- Fellow or Associate of the Royal Incorporation of Architects in Scotland

b) Please advise the approximate geographical spread of valuations over the last three years:-

London	%	South West England	%
South East England (ex London)	%	Northern England/Scotland	%
Midlands	%	Others (Please specify)	%
Wales	%		
East Anglia	%		

c) Please advise your five largest surveys/valuations in the last five years (by individual property value):

NAME	PROPERTY VALUE
1)	£
2)	£
3)	£
4)	£
5)	£

d) Is it your practice to always re-inspect for revaluations or assignments of existing Surveys? YES NO

If "NO", please advise the maximum period for which you deem your valuation/survey to be current before such re-inspection is required:

e) What, if any, internal Quality Assurance Standards are in current practice to confirm/support the accuracy of any valuation/survey? Please advise nature of QA procedures and how long these have been used below:

f) Do you operate any form of database of comparable valuations of similar/identical properties? If so, please specify below:

20. CLAIMS AND CIRCUMSTANCES

N.B. Details can be advised on p. 13

PLEASE NOTE THAT IT IS IMPERATIVE TO ANSWER THESE QUESTIONS CORRECTLY, AS FAILURE TO DO SO COULD PREJUDICE YOUR RIGHTS IN THE EVENT OF A CLAIM ARISING IN THE FUTURE.

a) Claims

During the last ten years, have any claims, or circumstances which may have given rise to a claim, been made against the Firm(s) or predecessors in business or present or former Partners/Directors arising out of the activities of the Firm(s)?

Yes No

If “Yes”, please advise full details including amounts involved and settlement dates, where appropriate, below:

Claims Paid	
Claims Outstanding	

b) Circumstances

Are any of the Partners/Directors, after enquiry, aware of any circumstances which may give rise to a claim against the Firm(s) or its predecessors in business or its/their present or former Partners/Directors?

Yes No

If “Yes”, please advise full details including amounts involved below:

21. CURRENT INSURANCE AGREEMENTS

Please advise:

Limit of Indemnity	Excess	Premium	Insurer(s)	Renewal Date
£	£	£		

22. PREVIOUS INSURANCE

Has similar insurance for this Firm(s) or any Partner/Director been declined, cancelled or had renewal refused?

Yes No

If “Yes”, please advise details below:

23. QUOTATIONS REQUIRED

Limit of Indemnity

	£100,000	£250,000	£500,000
£1,000,000	£2,000,000	£5,000,000	Other

Excess

	£500	£1,000	£2,500
£5,000	£10,000	£25,000	Other.....

Important

Your personal data may be processed and held by us in our capacity as data controllers in order for us to write and administer your policy and to assist in the claims handling process in accordance with applicable data protection laws. To read our data privacy policy in full and for more information about your data protection rights, please visit our website at: <https://www.barbicanprotect.com/cookies-privacy-policy/>.

DECLARATION

We hereby declare that to the best of our knowledge and belief the foregoing particulars and statements represent a fair presentation of the risk we are seeking to insure.

We hereby undertake to declare any material alterations or amendments to the foregoing particulars and statements which occur prior to the commencement of the contract of insurance.

Signed:

For and on behalf of:

Date:

PLEASE RETAIN A COPY OF THIS PROPOSAL FOR YOUR RECORDS.

COMPLETION DOES NOT BIND YOU OR INSURERS TO COMPLETE A CONTRACT OF INSURANCE.

Date Notified	Details of Claim or Circumstance	Reserve	Payments made (including defence costs)	Open/ Closed
	<p>Claimant:</p> <p>Cause/Alleged Cause:</p> <p>Current Status:</p>			
	<p>Claimant:</p> <p>Cause/Alleged Cause:</p> <p>Current Status:</p>			
	<p>Claimant:</p> <p>Cause/Alleged Cause:</p> <p>Current Status:</p>			