

## Survey & Valuation Questionnaire

The completion of this form in no way binds the Proposer to purchase insurance, nor does it bind Underwriters to give insurance. Any information given will only be passed to Underwriters for the purpose of quotation and will be treated as confidential.

<b>1. Company name:</b>						
<b>2. If the Firm has undertaken any surveys or valuations in the last 6 years, please complete the following:</b>						
<b>a. Please provide details of the Proposer's residential surveying, valuation and/or inspection fees/income over the last six years:</b>						
Year						
Number of surveys/ Valuations						
% of total fees/income						
<b>b. Please provide details of the Proposer's commercial surveying, valuation and/or inspection fees/income over the last six years:</b>						
Year						
Number of surveys/ Valuations						
% of total fees/income						
<b>c. Geographical spread of the Proposer's surveys and valuations as a percentage of the last year's fees/income for this aspect of overall fees/income:</b>						
Within 25 miles of office						%
Between 25 and 50 miles of office						%
Over 50 miles from office						%
<b>d. Please provide details of the Proposer's five largest clients for whom survey, valuation and/or inspection work has been undertaken in the last 6 years:</b>						
Name of client	Lending institution (if applicable)	Location	Valuation	Fee	Services	
<b>e. What is the highest valuation for lending purposes provided by the Proposer in the last year and the last six years?</b>						
	Valuation	Location	Services			
Residential last year						
Residential last seven years						

Commercial last year				
Commercial last seven years				
f. Please provide a split for the last year of surveying and valuing fees and number of reports for the following:				
Purpose	Residential		Commercial	
	Fees	No. of reports	Fees	No. of reports
RICS homebuyer report or equivalent- with lending valuation				
RICS homebuyer report or equivalent- with non-lending valuation				
RICS homebuyer report or equivalent- with no valuation				
Further advance valuations- for existing lender				
Re-mortgage valuations- for existing lender				
Asset valuations for balance sheet purposes or probate/divorce valuations				
Building surveys (structural) - with lending valuation				
Building surveys (structural) - with non-lending valuation				
Building surveys (structural) - with no valuation				
For property investment funds				
Home condition report				
Valuation for lending purposes (excluding any above)				
Other (please specify)				
g. Does the Proposer always re-inspect for re-valuations or assignments of existing surveys?			Yes	No
If No, what is the maximum period for which the Proposer deems a valuation/survey/inspection to be current before such reinspection is required?				
h. Does the Proposer operate internal quality assurance standards in order to confirm / support the accuracy of any valuation/survey/inspection?			Yes	No
If Yes, please provide details.				
i. Does the Proposer operate any form of manual and/or computer cross referring of valuations to similar/identical properties?			Yes	No
If Yes, please provide details.				
j. Does the Proposer currently and has the Proposer in the past always complied with the RICS Valuation– Professional Standards (“Red Book”)?			Yes	No
If No, please provide details of the circumstances and procedures in place.				

k. Please provide details for all fee earners undertaking Survey and Valuation work  
(If insufficient space please continue in Section 3)

Name	Qualifications	No. of years S&V experience	No. of years with this practice	Previous experience if with this practice less than 2 years

3. Any additional information

4. Cover requirements

**Please read this paragraph carefully before signing the declaration**

It is essential that every Proposer or Assured when seeking a quotation to take out or renew any insurance discloses to the prospective Underwriters all material facts and information (including all material circumstances) which might influence the judgement of an Underwriter in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles Robertson Low, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability there under. If you have any doubt as to what constitutes a material fact or circumstance, please do not hesitate to ask for advice.

5. Declaration

I/We declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance which may be affected. If there is any material alteration to the facts an information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform Robertson Low.

I/we hereby consent to any information I/we have provided being processed by you for the purposes of providing insurance and claims handling, which may necessitate sharing such information with third parties. Robertson Low may use this information for marketing (by post telephone, e-mail or fax) subject to the conditions of the Data Protection Act. If you do not wish these details to be used for marketing, please inform Robertson Low in writing. Under the Data Protection Act 1998 you have the right to access or amend the information we hold about you. If you would like to exercise either of these rights, please contact Robertson Low.

Signed:

Dated:

**Your information**

We collect and use relevant information about you to arrange your insurance cover and to meet our legal obligations.

This information includes personal data such as your name, address, contact details and other information that we collect about you in connection with the insurance cover from which you benefit. This information may also include more sensitive data such as information about your health and any criminal convictions.

In certain circumstances, we may need your consent to process certain information about you and this is explained in our privacy policy. This is available to read and download at [www.robertsonlow.com/privacy-notice/](http://www.robertsonlow.com/privacy-notice/) or on request.

For the purpose of providing insurance and handling claims or complaints your information may be shared with, and used by, a number of third parties in the insurance and associated sectors e.g. advisers, agents, brokers, insurers, reinsurers, loss adjusters, solicitors, subcontractors, regulators, law enforcement agencies, fraud and crime prevention agencies. We will only disclose your personal information in connection with the insurance coverage that we provide and to the extent required or permitted by law.

**If you provide other people's details to us**

Where you provide us or your insurance adviser with information about other people, you must make them aware that you are doing so. Where possible, you should also provide them with this notice.

**If you would like more information**

For more information about how we use your personal information, please see our privacy policy which is available at [www.robertsonlow.com/privacy-notice/](http://www.robertsonlow.com/privacy-notice/) or on request.

**If you need to contact us relating to any matter associated with this Privacy Notice, our contact details are listed below:**

**Telephone:** 01 4611500

**Email:** [compliance@howdeninsurance.ie](mailto:compliance@howdeninsurance.ie)

**Post:** Howden Insurance (Ireland) Limited, 48 Ringsend Road, Dublin 4, D04 EK2K.