

# Property Professionals and Surveyors Professional Indemnity

**Note to the Applicant:** Signing or completing this proposal does not bind the applicant, or any individual or entity he or she is representing, to complete this insurance. Please provide by addendum any supplementary information which is material to the response of the questions herein. All answers should be given as a group response i.e. if any subsidiary company has different responses, these should be provided separately.

## Policyholder Details

1. a. Policyholder:

b. Other entities to be covered (including subsidiaries):

Name	County	Ownership/relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Address:

  
  
  


3. Website address:

4. Date Policyholder was established:

5. During the last five years:

a. has the name of the Policyholder or is business activities changed?  Yes  No

b. any acquisition or merger taken place?  Yes  No

*If 'Yes', please provide additional details below or by attachment.*

6. Is the Policyholder a subsidiary of an overseas parent company?

Yes  No

If 'Yes', please provide additional details below or by attachment.

### General Information

#### 7. Directors and employees

a. Details of directors, partners, principals:

Full Name	Age	Qualifications	Date Qualified	Years in this position

b. Total number of employees:

Principals	Qualified Staff	Unqualified Staff

#### 8. Income details

a. What is the fee income/revenue for the last 3 years and estimated fees for forthcoming year?

	20	20	20	(Estimated) 20
UK (inc ROI)	£	£	£	£
Europe	£	£	£	£
USA	£	£	£	£
Elsewhere	£	£	£	£
<b>Total</b>	£	£	£	£

8. b. Average fee income per client:

£

c. Does any client generate more than 40% of the total fee income?

Yes  No

If 'Yes', please provide additional details below or by attachment.

**9. Income breakdown**

a. For the total income declared, please provide a breakdown per activities declared in Question 5:

Type of work	% of fees			
	UK	Europe	USA	Elsewhere
Estate Agency/Lettings – residential				
Estate Agency – commercial				
Property Management – residential				
Property Management – commercial				
Facilities Management				
Rent Reviews/Lease renewals				
Auctioneering (Fine Art, Bloodstock or Livestock)				
Auctioneering (other)				
Project Management				
Project Coordination				
Building Surveying				
Quantity Surveying				
Land Surveying & Setting Out				
Mineral, Hydrographic & Geodetic Surveying				
Hazardous Material (including Asbestos) Surveying				
Environmental Work				
Architectural Work				
Town Planning/Urban Design				
Principal designer/Principal Contractor				
Building Society/Investment Agency Work				
Mortgage Broking				
Insurance Agency/General Insurance Work				
Energy Assessments				

**9. Income breakdown (continued)**

Valuation Work:	% of fees			
	UK	Europe	USA	Elsewhere
Residential Valuation for Lending Purposes				
Commercial Valuations for Lending Purposes				
Valuation for Non-lending – Probate or Matrimonial Purposes				
Valuation for Non-lending – Asset or Balance Sheet Purposes				
Other work (please specify)				
<b>Total</b>				

9. b. Are these activities or percentage likely to significantly change in the next 12 months?  Yes  No

*If 'Yes', please provide additional details below or by attachment.*

c. If Insurance Agency/General Insurance Work is carried out please confirm that you are authorised by the FCA or PRA to issue cover notes or certificates.  Yes  No

*If 'Yes', please provide additional details below or by attachment.*

d. In respect of any Project Coordination, Project Management or Architectural work, please provide the following:

<b>Maximum Building/Contract Value in the last 5 years</b>	£ <input style="width: 150px;" type="text"/>
<b>Average Building/Contract Value in the last 5 years</b>	£ <input style="width: 150px;" type="text"/>

**9. Income breakdown (continued)**

*e. In respect of any Property Management work, please provide the following:*

Type (Single property or Portfolio)	Largest Value in last 5 years
Residential Property	£
Commercial Property	£
Residential Portfolio	£
Commercial Portfolio	£

*f. In respect of any valuation work (or determining a marketing price), please provide the following:*

Discipline	Highest Valuation	Average Valuation
Estate Agency – Residential	£	£
Estate Agency – Commercial	£	£
Auctioneering (fine art/antiques)	£	£
Auctioneering (not fine art/antiques)	£	£
Residential Valuation for Lending Purposes	£	£
Commercial Valuations for Lending Purposes	£	£
Valuation for Non-lending – Probate or Matrimonial Purposes	£	£
Valuation for Non-lending – Asset or Balance Sheet Purposes	£	£

g. If no Valuation for lending work entered above, please also confirm that no valuation for lending work has ever been carried out.

Yes  No

*If 'Yes', please provide additional details below or by attachment.*

## Contracts

### 10. Contract terms and conditions

- a. Are all contracts subject to UK/ROI jurisdiction?  Yes  No

*If No, please provide full details below or by attachment.*

- b. Do you always use standard written contracts (own or market recognised)?  Yes  No

- c. Are all contracts, terms and conditions reviewed by legal counsel (either in-house or external)?  Yes  No

- d. Please can you confirm that all contracts contain:

- (i) a specific description of services provided;  Yes  No  
(ii) limitations of liability;  Yes  No  
(iii) exclusions for indirect and consequential losses;  Yes  No  
(iv) a dispute review process;  Yes  No  
(v) hold harmless agreements.  Yes  No

- e. Can you confirm that any changes to the scope of work are always written into the contract?  Yes  No

- f. Do you always ensure there is a signed contract in place prior to starting work?  Yes  No

- g. Do you have standard procedures for regular review of ongoing contracts internally and with clients?  Yes  No

**11. Contract sizes**

a. Details of the five largest contracts in the past 5 years:

Client Name &/or Industry	Dates started & completed	Overall Total Contract Value <small>(not just income to applicant)</small>	Your contract value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Description of work			
<input type="text"/>			

Client Name &/or Industry	Dates started & completed	Overall Total Contract Value <small>(not just income to applicant)</small>	Your contract value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Description of work			
<input type="text"/>			

Client Name &/or Industry	Dates started & completed	Overall Total Contract Value <small>(not just income to applicant)</small>	Your contract value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Description of work			
<input type="text"/>			

Client Name &/or Industry	Dates started & completed	Overall Total Contract Value <small>(not just income to applicant)</small>	Your contract value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Description of work			
<input type="text"/>			

Client Name &/or Industry	Dates started & completed	Overall Total Contract Value <small>(not just income to applicant)</small>	Your contract value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Description of work			
<input type="text"/>			

**Contracts (continued)**

b. Details of the three largest contracts in the forthcoming 5 years:

Client Name &/or Industry	Dates started & completed	Overall Total Contract Value <small>(not just income to applicant)</small>	Your contract value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Description of work <input type="text"/>			

Client Name &/or Industry	Dates started & completed	Overall Total Contract Value <small>(not just income to applicant)</small>	Your contract value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Description of work <input type="text"/>			

Client Name &/or Industry	Dates started & completed	Overall Total Contract Value <small>(not just income to applicant)</small>	Your contract value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Description of work <input type="text"/>			

c. Are all current projects on time and within agreed budget, and have all projects completed within the last 2 years been on time and agreed budget?  **Yes**  **No**

*If 'No', please provide additional details below or by attachment.*

d. Has the Policyholder ever undertaken any contract where the project has been protected by a specific project insurance or SPPI (Single Project PI)?  **Yes**  **No**

*If 'Yes', please provide additional details below or by attachment.*



### Risk Management

12. a. Do you have an established procedure for ensuring key deadlines are met?  Yes  No
- b. Do you have a policy to ensure detailed records are kept of all transactions (i.e. the original contract, amendments, verbal agreements etc..)?  Yes  No
- c. Do you have an up to date information security policy that complies with the latest data protection regulations?  Yes  No
- d. Do you have a policy or procedure that controls the use of social media and online content relating to the business?  Yes  No
- e. Do you have regular principal/senior management meetings to discuss current projects?  Yes  No

*If 'No' to any of the above, or there are other risk management features you wish to advise of, please provide details in an attachment.*

13. Are you a member of any professional, trade or industry association?  Yes  No

*If 'Yes', please provide details:*

14. Do employees take part in continued professional learning/training, including legal issues relating to defamation, privacy, intellectual property?  Yes  No

15. Do you have written risk management procedures that are regularly reviewed and shared with all staff?  Yes  No

16. a. Do you always require satisfactory references when engaging employees?  Yes  No
- b. Are monthly independent checks carried out for all persons handling cash, bank currency notes or other negotiable instruments during their duties?  Yes  No
- c. Are vetting procedures applied when engaging new or existing clients?  Yes  No

**Pollution**

**17 a. Do you carry out any of these activities?**

	<input type="radio"/> Yes	<input type="radio"/> No	<b>Fees</b>
Environmental assessments, monitoring studies, reports	<input type="radio"/>	<input type="radio"/>	£ <input type="text"/>
Survey or valuations of property known to be polluted	<input type="radio"/>	<input type="radio"/>	£ <input type="text"/>
Property management where land is known to be polluted	<input type="radio"/>	<input type="radio"/>	£ <input type="text"/>
Design or supervision of remedial clean-up operations (involving polluted or contaminated land/property)	<input type="radio"/>	<input type="radio"/>	£ <input type="text"/>
Any work with landfill or waste disposal sites	<input type="radio"/>	<input type="radio"/>	£ <input type="text"/>
Project management or co-ordination work which may give rise to pollution or contamination	<input type="radio"/>	<input type="radio"/>	£ <input type="text"/>
Any other work which may lead to any form of liability for pollution or contamination	<input type="radio"/>	<input type="radio"/>	£ <input type="text"/>

b. With regards to the standard contracts in Q10, do you exclude or restrict liability for pollution or contamination?  Yes  No

**Sub Consultants**

**18. What proportion of fee income is paid to consultants(s)/ sub-contractors(s) in the course of your business activities?**  %

a. Is a vetting procedure or due diligence carried out prior to deciding on consultant(s)/sub-contractor(s)?  Yes  No

b. Do you require consultant(s)/sub-contractor(s) to hold you harmless in the event their actions lead to a PI claim?  Yes  No

c. Do you require all consultants(s)/sub-contractors(s) to maintain professional indemnity insurance?  Yes  No

*If yes, to what level?*

*If any answer from (a) to (c) above is No, please provide full below or by attachment.*

### Sub Consultants (Continued)

d. If the answer to Question 23 is greater than 25%, please also answer the following:

i. What services are undertaken by the consultant(s)/sub-contractor(s)?

ii. How often is their work reviewed?

### Loss experience

**19. Have you ever suffered a loss, whether insured or not, in respect of any of the risks to which this proposal for insurance relates?**  Yes  No

*If yes, please provide a description below or by attachment, including date, location and amount of loss, as well as any preventative measures implemented.*

**20. Are you aware of any of the following?**

a. Any circumstances which might lead to a claim, whether insured or not, in respect of any of the risks to which this proposal for insurance relates?  Yes  No

b. Have you been subject to any disciplinary or regulatory enquiry or proceedings or fines, penalties or other sanctions by a government, regulatory or other professional body?  Yes  No

c. Have you ever been subject to any compensatory awards made by any ombudsman under any recognised scheme applicable to your activities?  Yes  No

**21. Have you sustained any loss due to fraud or dishonesty by any current or former director, partner, employee or third party or has the applicant any reason to suspect any person of such activity?**  Yes  No

*If 'Yes' to any of the above, please provide a description below or by attachment.*

<b>Signature:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>
<b>Name of Signatory:</b>	<input type="text"/>
<b>Title of Signatory:</b>	<input type="text"/>
<input type="checkbox"/> Chairman of the Board	<input type="checkbox"/> CEO
<input type="checkbox"/> President	<input type="checkbox"/> Managing Director

**Warning** It is important that, when applying for the Policy, the applicants tell the insurers all facts which are material to the insurance. A material fact is one which might influence the insurers in deciding whether to accept the application or on what terms to insure. If in any doubt as to whether a fact is material, then the applicants should disclose it. They should keep a record (including copies of all letters and forms) of all information supplied to the insurers.