

**Firms Contact Details**

1. Name of your Firm
2. Please confirm the number of Partners/Directors in the Firm
3. Solicitors Regulation Authority/Council of Licensed Conveyancers/Law Society of Scotland Practice Registration Number
4. Postal address of the Firm
5. Telephone Number
6. Fax Number
7. Email address
8. Please state how many branches of the Firm provide residential Conveyancing services

**General Information About Your Firm**

1. Does a Partner/Director of the Firm directly supervise all residential conveyancing transactions undertaken by the firm?  Yes  No  
  
  
 If No, please provide full details of the supervision arrangements.
2. Has your Firm or have any of your Firms employees ever been subject to an intervention/disciplinary sanction by the Law Society/ Solicitors Regulation Authority/Council of Licensed Conveyancers/Law Society of Scotland or other regulator?  Yes  No  
  
  
 If Yes please provide full details.

**Accreditation**

1. Has your firm obtained Conveyancing Quality Scheme (CQS) accreditation from the Law Society?  Yes  No  
  
 If Yes, please provide a copy of your accreditation. (Not applicable to licenced conveyancers or practices in Scotland)  
  
 If this has expired please forward a copy of an e-mail from the Law Society that they are in receipt of your renewal application and your expired certificate.

## Documentation

On behalf of the Firm I enclose the following documents:

- A copy of two Practising Certificates.
- A copy of the Firms current professional Indemnity Insurance Certificate.
- A current copy of the Firms CQS. If this certificate has recently expired please also forward a copy of an e-mail from the Law Society that they are in receipt of your renewal application and your expired certificate.
- A copy of the Firms letter headed paper.
- Signed and dated Terms and Conditions Acceptance Form.

*If you are a Licensed Conveyancer, please supply evidence that you are registered with the Council of Licenced Conveyancers.*

## Declaration

I declare that all the above particulars are true and correct to the best of my knowledge.

**Signed by Senior Partner/Director:** \_\_\_\_\_

**Name:** (please print): \_\_\_\_\_ **Date:** \_\_\_\_\_

## Acceptance of Terms and Conditions

I hereby agree to the Firms appointment to Furness Building Society's conveyancing panel for the purpose of acting on behalf of the Furness Building Society in relation to mortgage work and undertake to adhere to the terms and conditions, a copy of which has been supplied to me.

**Signed by Senior Partner/Director:** \_\_\_\_\_

**Name:** (please print) \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return to:

[brokerhub@furness-bs.co.uk](mailto:brokerhub@furness-bs.co.uk)

or CMPT, 51-55 Duke Street, Barrow in Furness, Cumbria, LA14 1RT