

Solicitors Application Form

1. DETAILS OF SOLICITOR FIRM

Applicant(s) Surname		
Firm Name		
Head Office Address		
SRA ID If Licenced Conveyancer, please provide your Practice Licence Number		
Telephone Number		
Email Address		
Number of Offices	Number of Solicitors/Licenced Conveyancers	Number of SRA approved Managers/Licenced Conveyancers

2. DETAILS OF SENIOR PARTNERS/SOLICITORS

Please provide full details of all Senior Partners/Managers (up to a maximum of 3) and the acting Solicitor for the application. We will require sight of valid Practising Certificates or equivalent for these Solicitors/Licensed Conveyancers.

Full Name	Position within Firm	Date of Qualification	Practising Cert. Enclosed
			YES / NO
			YES / NO
			YES / NO
			YES / NO

3. PROFESSIONAL INDEMNITY INSURANCE

Does your firm have a valid Professional Indemnity Policy in place?			YES / NO
Amount of Cover	£	Expiry Date	DD / MM / YYYY
Has your firm had any claims made against it in the last 12 months? (if Yes, provide full details in Section 4)			YES / NO
PLEASE PROVIDE YOUR CURRENT PROFESSIONAL INDEMNITY INSURANCE CERTIFICATE			

4. CLAIMS

If you answered Yes to the question regarding claims in the last 12 months in Section 3, please complete the table below. Please continue on a separate sheet if necessary.

Date	Name of Solicitor	Department	Nature of Claim	Upheld?	Compensation paid
				YES / NO	£
				YES / NO	£
				YES / NO	£

5. CLIENT ACCOUNT

This account is where funds will be paid into on completion of the mortgage.

Bank Name								
Sort Code								
Account Number								
Account Name								

6. DECLARATION

On behalf of the firm, I can confirm that the following documents are enclosed:

- Current Professional Indemnity Insurance
- Practising Certificates for all named individuals named in Section 2- Details of Senior Managers/Solicitors.

I confirm that the information I have provided to The Mansfield Building Society is true and accurate.

Signature								
Full Name								
Position in Firm								
Date								

Once completed, please send this form to mortgagecases@mansfieldbs.co.uk

ADDITIONAL INFORMATION