



# Firm Application and Regular Checks

## Hodge Bank Minimum Criteria

Panel Criteria	Requirement
Agreement to Lender's General Panel Terms	Agreed
Number of Partners/Directors/Principals	Minimum of 2 Partners/Directors/Principals
Authority to Practice	SRA/CLC confirmed for firm and all practitioners
Minimum PII cover in place	£2 million (£3 million ABS/LLP)
PII claims	No substantive claims against PII within last 4 years.
Minimum trading period of firm	No claims or Claims notified either do not relate to conveyancing or are not considered material after further investigation
Address history/adverse credit (firms with 6 partners or fewer)	Greater than 1 year
Address history/adverse credit (firms with more than 6 partners)	No adverse results returned for any partner
SRA/CLC disciplinary record	No adverse results for any Partner undertaking Conveyancing work
SRA/CLC disciplinary record	No material records for any Partner or Conveyancing Practitioner during last 3 years

# Joining the panel

When a firm wants to join the ULS panel they are required to submit our online application form. (<https://panelapplications.ulst.co.uk>), once this application has been submitted, the firm are placed onto the ULS panel to start matching against the mortgage lenders criteria.

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## On this form we request the following information:

### Practice Details

- Firm Name
- Firm Address
- Firm Telephone Number
- Firm Website
- Number of Offices (details requested at end of application)
- Regulatory Structure
- Regulatory Number
- Corporate Structure
- Company Registration Number
- Date Established
- Date Incorporated
- Name of COLP
- Name of COFA
- Client account details

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### Partners and Directors – (The same checks are done for conveyancers but without the status or DOB)

- Name
- Email Address
- Telephone Number
- Date of Birth
- Address
- Status (Director, Partner etc)
- Regulatory Number
- Details of previous employment (last 3 years)
- Details of disciplinary record (last 3 years)
- Practicing Certificate

### Professional Indemnity Insurance

- PI Certificate
- Claims summary (Last 4 years)
- Any refusal of PI insurance (yes/no)
- Has a lender ever made a claim against the firm (yes/no)
- Has the firm ever been in the assigned risk pool (yes/no)
- Complaints upheld by the legal ombudsman

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### Practice Expertise

- Estimated number of lender panels
- Number of residential cases completed in last 12 months
- Accreditations
  - CQS
  - Lexcel
  - ICO

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**Once the firms application has been submitted it comes onto the ULS panel to be reviewed, all the requested information is electronically verified against the following websites:**

- Companies House
- SRA
- Law Society (CLC, LSS, LSNI)
- FCA
- ICO Register

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**These further checks are done manually by ULS to verify accuracy of information input:**

- PI certificate and claims summary
- Practicing Certificates
- Google Maps Check
- Client account statement

Once all these checks have been complete and satisfied a firm goes onto our regular checks tool. This will periodically check against the websites previously mentioned and alert ULS when there are any changes. It will also alert ULS when the manual checks are up for review. i.e. PI Insurance, CQS, Practicing Certificates.