INSERT FULL NAME OF YOUR FIRM HERE - e.g. VWX Valuers Australia Pty Ltd trading as VWX Valuers Australia

TIPS for completing this 2021 APIV Professional Standards Scheme Survey Claims and Data Sheet

Definitions:

NOTIFICATION - is where you have notified your insurance broker about a circumstance that was not a claim at the time but could potentially turn into a claim in future. Include all current and closed notifications, even if the outcome was uneventful.

CLAIM - is any writ, statement of claim, summons, etc served upon your firm or anyone covered under your firm's PII policy, which results in a demand made on your insurer for payment or some other contractual benefit under an insurance policy.

Please note:

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For each claim or notification, you must complete **ALL** columns.

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Claim #	**Information Source** (Where did you obtain the records?)	**Name of Legal Entity that the claim/notification is about** (for example, if there are multiple companies within your firm and the claim is brought against an specific company)	**Date of Notification to Insurer** (DD/MM/YYYY format, must be between 31/05/2010 and 31/05/2020)	**Date of Valuation** (DD/MM/YYYY format)	**Assessed Value of Property**	**Property Location State / Territory**	**Address of Property**	**Property Type** (Commercial; Residential; Rural; Other; N/A)	**Work Purposes / Professional Services Provided**	**Claim or Notification**	**Basis of Claim / Notification**	**Claim / Notification Status**	**If closed, mode of case closure**	**Date of Settlement / Finalisation** (insert '**ongoing**' if not settled)	**Total Amount Claimed** (insert 'Not specified' where not known)	**For open claim / notification only - Anticipated Payout** (For closed claim or notification, insert '**N/A**')	**Settlement/ Judgement Payout $** (insert '**ongoing**' if not settled)	**Legal / Defence Costs Paid (to date)**	**Insurer(s) Responsible for Payout**	**Applicable Excess Under PI Policy**	**Claimant Name**	**Claimant Type**	**Was it a valuation of proposed construction/ subdivision on 'As If Complete basis'?**	**Valuation Report Type Used**	**'Hold Harmless Agreement' Entered?**	**Did the retainer contract contain a limitation clause** (eg. clause limiting any liability to retainer fee amount, 'hold harmless' provisions)**?**	**Comments** (insert details of updates, etc)
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Firm's own records	ACT	Real Property - Commercial/Industrial/Retail	Expert Witness - Court appointed	Claim	Professional Misconduct	Closed	Ongoing	Government - State/Local/Federal	Yes	Residential - PropertyPro	Yes	Yes
Broker/Insurer	NSW	Real Property - Residential	Expert Evidence - Not Court Appointed	Notification	Negligence	Open	Dismissed / Withdrawn	Lender - ADI	No	Residential - Long Form (non-PropertyPro)	No	No
Legal Advisor	NT	Real Property - Rural	Family Law - Court Appointed		Breach of Contract		Settled Out of Court	Lender - non-ADI		Kerbside/Limited Inspection/Restricted Assessment	N/A	
	Qld	Real Property - Vacant	Family Law - Not Court Appointed		Misleading and Deceptive Conduct		Court Order Made	Lenders Mortgage Insurer		Desktop Assessment		
	SA	Real Property - Other	Government - Asset Means Testing (eg. Centrelink)		Other - insert details in Comments			Registered Managed Investment Scheme		Other Report Format - insert details in Comments		
	Tas	P&M - Not Mobile Commercial/Industrial/Retail	Government - Land Release (ACT)					Unregistered Managed Investment Scheme				
	Vic	P&M - Mobile (Vehicles/Ships/Tractors/etc)	Insurance Assessment					Private Individuals or Company				
	WA	P&M - Other	Mortgage Security					Self-Managed Superannuation Fund				
		Not specified or N/A	Other Expert Determinations					Other- Insert Details in Comments				
			Pre-Purchase/Pre-Sale					No Specific Claimant (for notifications only)				
			Rating/Taxation									
			Rental Determinations									
			Rental Valuation - Not Binding on Parties									
			Reporting - Financial Reporting									
			Reporting - Internal Asset Reporting									
			Resumption / Compensation / Compulsory Acquisition									
			Stamp Duty									
			Unit Entitlements									
			Other - insert details in Comments section									