

**Independent Surveyors & Valuers Association**

**MEMBERSHIP RECORD UPDATE FORM**

You can use this form to provide ISVA Administration with information about your firm and your surveyors which can be used to update your membership record and your entry on the ISVA website.

SECTION 4 is mandatory. Other sections should be completed as appropriate.

The completed form should be saved to your computer or mobile device and then emailed to [records@surveyorsweb.co.uk](mailto:records@surveyorsweb.co.uk)

ISVA Records & Administration Office

32 Queen Elizabeth’s Drive, London N14 6RD

020 8882 4896

records@surveyorsweb.co.uk

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|  | **SECTION ONE - 1** | **INFORMATION ABOUT YOUR SURVEYING PRACTICE** |
| \* | NAME OF FIRM |  |
|  | FIRM MEMBER NO. |  |



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| \* | MAIN OFFICE ADDRESS |  | | | | | |  | | | |  | | | | |  | | | | |  | | |
| \* | MAIN OFFICE TELEPHONE NO. |  | | | | | |  | | | | | | | | | | | | | | | | | |
| \* | PUBLIC EMAIL ADDRESS |  | | | | | |  | | | | | | | | | | | | | | | | | |
| \* | WEBSITE ADDRESS |  | | | | | |  | | | | | | | | | | | | | | | | | |
| \* | SPECIALISMS  *Key to specialisms is attached* |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | FIRM ISVA JOIN YEAR |  | | | | | |  | | | | | | | | | | | | | | | | | |
|  | NO. OF ISVA MEMBERS REGISTERED |  | | | | | |  | | | | | | | | | | | | | | | | | |
|  | TYPE OF PRACTICE | *TICK ONE box* | SOLE PRINCIPAL or SINGLE DIRECTOR CO. | |  | | PARTNERSHIP COMPANY | | |  | | | MULTI-DIRECTOR COMPANY | |  | | | OTHER  *give details* | |  | | |  | |
|  | NO. OF SURVEYORS AT YOUR FIRM | *Enter a NUMBER for EACH category* | **PRINCIPAL** CHARTERED SURVEYORS |  | | **EMPLOYEE** CHARTERED SURVEYORS | | |  | | **CONSULTANT** CHARTERED SURVEYORS | | |  | | **AssocRICS** SURVEYORS | | |  | | **Graduate** SURVEYORS | | |  |

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|  | **SECTION ONE – RM** | **INFORMATION ABOUT YOU and YOUR FIRM** |
|  | RETIRED MEMBER NO. |  |
|  | RETIRED MEMBER NAME |  |

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|  | POSTAL ADDRESS  for ISVA administration | |  |  | |  | |  | |  | |
|  | ADDITIONAL POSTAL ADDRESS | |  |  | |  | |  | |  | |
|  | TELEPHONE NUMBER(S)  for ISVA administration | |  |  | | | | | | | |
|  | EMAIL ADDRESS  for ISVA administration | |  |  | | | | | | | |
|  | RICS MEMBERSHIP STATUS | |  |  | | | | | | | |
|  | YEAR QUALIFIED | |  |  | | | | | | | |
|  | SURVEYOR ISVA JOIN YEAR | |  |  | | | | | | | |
|  | NAME OF FIRM PRIOR TO RETIREMENT | | |  | | | | | | | |
|  | WILL THE FIRM CONTINUE TO OPERATE AS A PROFESSIONAL PRACTICE AFTER YOUR RETIREMENT?  *TICK ONE box* | | | YES |  | NO |  |  | | | |
|  | IF “YES”, AND AS FAR AS YOU ARE AWARE,  WILL THE FIRM BECOME OR REMAIN A MEMBER OF ISVA?  *TICK ONE box* | | | | | | | YES |  | NO |  |
|  | **SECTION ONE – 3** | **ADDITIONAL OFFICES** | | | | | | | | | |
| \* | NAME OF FIRM |  | | | | | | | | | |
|  | FIRM MEMBER NO. |  | | | | | | | | | |

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| \* | **OFFICE 2**  **POSTAL ADDRESS** |  | |  | |  |  |  |
| \* | **OFFICE 2**  **POSTAL ADDRESS** | |  | **OFFICE 2**  **PUBLIC EMAIL ADDRESS** |  | | | |
| \* | **OFFICE 3**  **POSTAL ADDRESS** |  | |  | |  |  |  |
| \* | **OFFICE 3**  **TELEPHONE NO.** | |  | **OFFICE 3**  **PUBLIC EMAIL ADDRESS** |  | | | |
| \* | **OFFICE 4**  **POSTAL ADDRESS** |  | |  | |  |  |  |
| \* | **OFFICE 4**  **TELEPHONE NO.** | |  | **OFFICE 4**  **PUBLIC EMAIL ADDRESS** |  | | | |
| \* | **OFFICE 5**  **POSTAL ADDRESS** |  | |  | |  |  |  |
| \* | **OFFICE 5**  **TELEPHONE NO.** | |  | **OFFICE 5**  **PUBLIC EMAIL ADDRESS** |  | | | |
| \* | **OFFICE 6**  **POSTAL ADDRESS** |  | |  | |  |  |  |
| \* | **OFFICE 6**  **TELEPHONE NO.** | |  | **OFFICE 6**  **PUBLIC EMAIL ADDRESS** |  | | | |

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|  | **SECTION TWO-M1** | **INFORMATION ABOUT SURVEYORS AT YOUR FIRM – MEMBER 1** |
| \* | NAME OF FIRM |  |
|  | MEMBER NO. |  |
|  | NAME OF SURVEYOR #1 |  |

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| \* | OFFICE ADDRESS |  | | |  | | |  | | |  | | |  | |
| \* | TELEPHONE NUMBER for public enquiries |  | | | | | | | | | | | | | |
| \* | OFFICE EMAIL ADDRESS for public enquiries |  | | | | | | | | | | | | | |
| \* | WEBSITE ADDRESS |  | | | | | | | | | | | | | |
|  | MOBILE or DIRECT DIAL TELEPHONE NUMBER for ISVA administration |  | | | | | | | | | | | | | |
|  | EMAIL ADDRESS  for ISVA administration |  | | | | | | | | | | | | | |
|  | YEAR QUALIFIED |  | | | | | | | | | | | | | |
|  | SURVEYOR ISVA JOIN YEAR |  | | | | | | | | | | | | | |
|  | POSITION IN FIRM  *TICK ONE box* | SOLE PRINCIPAL or  SOLE DIRECTOR |  | PARTNER | |  | DIRECTOR | |  | CONSULTANT | |  | EMPLOYEE | |  |

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|  | **SECTION TWO-M2** | **INFORMATION ABOUT SURVEYORS AT YOUR FIRM – MEMBER 2** |
| \* | NAME OF FIRM |  |
|  | MEMBER NO. |  |
|  | NAME OF SURVEYOR #2 |  |

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| \* | OFFICE ADDRESS |  | | |  | | |  | | |  | | |  | |
| \* | TELEPHONE NUMBER for public enquiries |  | | | | | | | | | | | | | |
| \* | OFFICE EMAIL ADDRESS for public enquiries |  | | | | | | | | | | | | | |
| \* | WEBSITE ADDRESS |  | | | | | | | | | | | | | |
|  | MOBILE or DIRECT DIAL TELEPHONE NUMBER for ISVA administration |  | | | | | | | | | | | | | |
|  | EMAIL ADDRESS  for ISVA administration |  | | | | | | | | | | | | | |
|  | YEAR QUALIFIED |  | | | | | | | | | | | | | |
|  | SURVEYOR ISVA JOIN YEAR |  | | | | | | | | | | | | | |
|  | POSITION IN FIRM  *TICK ONE box* | SOLE PRINCIPAL or  SOLE DIRECTOR |  | PARTNER | |  | DIRECTOR | |  | CONSULTANT | |  | EMPLOYEE | |  |

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|  | **SECTION TWO-M3** | **INFORMATION ABOUT SURVEYORS AT YOUR FIRM – MEMBER 3** |
| \* | NAME OF FIRM |  |
|  | MEMBER NO. |  |
|  | NAME OF SURVEYOR #3 |  |

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| \* | OFFICE ADDRESS |  | | |  | | |  | | |  | | |  | |
| \* | TELEPHONE NUMBER for public enquiries |  | | | | | | | | | | | | | |
| \* | OFFICE EMAIL ADDRESS for public enquiries |  | | | | | | | | | | | | | |
| \* | WEBSITE ADDRESS |  | | | | | | | | | | | | | |
|  | MOBILE or DIRECT DIAL TELEPHONE NUMBER for ISVA administration |  | | | | | | | | | | | | | |
|  | EMAIL ADDRESS  for ISVA administration |  | | | | | | | | | | | | | |
|  | YEAR QUALIFIED |  | | | | | | | | | | | | | |
|  | SURVEYOR ISVA JOIN YEAR |  | | | | | | | | | | | | | |
|  | POSITION IN FIRM  *TICK ONE box* | SOLE PRINCIPAL or  SOLE DIRECTOR |  | PARTNER | |  | DIRECTOR | |  | CONSULTANT | |  | EMPLOYEE | |  |

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|  | **SECTION TWO-M4** | **INFORMATION ABOUT SURVEYORS AT YOUR FIRM – MEMBER 4** |
| \* | NAME OF FIRM |  |
|  | MEMBER NO. |  |
|  | NAME OF SURVEYOR #4 |  |

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| \* | OFFICE ADDRESS |  | | |  | | |  | | |  | | |  | |
| \* | TELEPHONE NUMBER for public enquiries |  | | | | | | | | | | | | | |
| \* | OFFICE EMAIL ADDRESS for public enquiries |  | | | | | | | | | | | | | |
| \* | WEBSITE ADDRESS |  | | | | | | | | | | | | | |
|  | MOBILE or DIRECT DIAL TELEPHONE NUMBER for ISVA administration |  | | | | | | | | | | | | | |
|  | EMAIL ADDRESS  for ISVA administration |  | | | | | | | | | | | | | |
|  | YEAR QUALIFIED |  | | | | | | | | | | | | | |
|  | SURVEYOR ISVA JOIN YEAR |  | | | | | | | | | | | | | |
|  | POSITION IN FIRM  *TICK ONE box* | SOLE PRINCIPAL or  SOLE DIRECTOR |  | PARTNER | |  | DIRECTOR | |  | CONSULTANT | |  | EMPLOYEE | |  |

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|  | **SECTION TWO-M5** | **INFORMATION ABOUT SURVEYORS AT YOUR FIRM – MEMBER 5** |
| \* | NAME OF FIRM |  |
|  | MEMBER NO. |  |
|  | NAME OF SURVEYOR #5 |  |

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| \* | OFFICE ADDRESS |  | | |  | | |  | | |  | | |  | |
| \* | TELEPHONE NUMBER for public enquiries |  | | | | | | | | | | | | | |
| \* | OFFICE EMAIL ADDRESS for public enquiries |  | | | | | | | | | | | | | |
| \* | WEBSITE ADDRESS |  | | | | | | | | | | | | | |
|  | MOBILE or DIRECT DIAL TELEPHONE NUMBER for ISVA administration |  | | | | | | | | | | | | | |
|  | EMAIL ADDRESS  for ISVA administration |  | | | | | | | | | | | | | |
|  | YEAR QUALIFIED |  | | | | | | | | | | | | | |
|  | SURVEYOR ISVA JOIN YEAR |  | | | | | | | | | | | | | |
|  | POSITION IN FIRM  *TICK ONE box* | SOLE PRINCIPAL or  SOLE DIRECTOR |  | PARTNER | |  | DIRECTOR | |  | CONSULTANT | |  | EMPLOYEE | |  |

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|  | **SECTION TWO-M6** | **INFORMATION ABOUT SURVEYORS AT YOUR FIRM – MEMBER 6** |
| \* | NAME OF FIRM |  |
|  | MEMBER NO. |  |
|  | NAME OF SURVEYOR #6 |  |

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| \* | OFFICE ADDRESS |  | | |  | | |  | | |  | | |  | |
| \* | TELEPHONE NUMBER for public enquiries |  | | | | | | | | | | | | | |
| \* | OFFICE EMAIL ADDRESS for public enquiries |  | | | | | | | | | | | | | |
| \* | WEBSITE ADDRESS |  | | | | | | | | | | | | | |
|  | MOBILE or DIRECT DIAL TELEPHONE NUMBER for ISVA administration |  | | | | | | | | | | | | | |
|  | EMAIL ADDRESS  for ISVA administration |  | | | | | | | | | | | | | |
|  | YEAR QUALIFIED |  | | | | | | | | | | | | | |
|  | SURVEYOR ISVA JOIN YEAR |  | | | | | | | | | | | | | |
|  | POSITION IN FIRM  *TICK ONE box* | SOLE PRINCIPAL or  SOLE DIRECTOR |  | PARTNER | |  | DIRECTOR | |  | CONSULTANT | |  | EMPLOYEE | |  |

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|  | **SECTION TWO-M7** | **INFORMATION ABOUT SURVEYORS AT YOUR FIRM – MEMBER 7** |
| \* | NAME OF FIRM |  |
|  | MEMBER NO. |  |
|  | NAME OF SURVEYOR #7 |  |

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| \* | OFFICE ADDRESS |  | | |  | | |  | | |  | | |  | |
| \* | TELEPHONE NUMBER for public enquiries |  | | | | | | | | | | | | | |
| \* | OFFICE EMAIL ADDRESS for public enquiries |  | | | | | | | | | | | | | |
| \* | WEBSITE ADDRESS |  | | | | | | | | | | | | | |
|  | MOBILE or DIRECT DIAL TELEPHONE NUMBER for ISVA administration |  | | | | | | | | | | | | | |
|  | EMAIL ADDRESS  for ISVA administration |  | | | | | | | | | | | | | |
|  | YEAR QUALIFIED |  | | | | | | | | | | | | | |
|  | SURVEYOR ISVA JOIN YEAR |  | | | | | | | | | | | | | |
|  | POSITION IN FIRM  *TICK ONE box* | SOLE PRINCIPAL or  SOLE DIRECTOR |  | PARTNER | |  | DIRECTOR | |  | CONSULTANT | |  | EMPLOYEE | |  |

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|  | **SECTION THREE** | **ISVA BENEFITS, DISCOUNTS and PRODUCTS USED BY YOUR FIRM:** *You are not obliged to complete this section, but it will be of great assistance in the development and negotiation of ISVA Membership Benefits if you do.* |
|  | NAME OF FIRM |  |
|  | FIRM MEMBER NO. |  |

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| Which **ISVA Membership Benefits** do you make use of at your firm? *(tick all that apply)* | | | | | | |
| ISVA Group Legal Defence Scheme | ISVA Professional Indemnity Insurance Scheme | ISVA HomeSurvey Report | ISVA Valuation Report | ISVA SurveyTec Technical Website | ISVA Annual Conference subsidised CPD | ISVA Logos for your stationery, emails and website |
|  |  |  |  |  |  |  |
| ISVA Members’ Discussion Forum | Surveying Equipment Discounts | Third Party CPD Discounts | Business Association Discounts | RICS Worksmart Units Discounts | RICS Books Discounts | BCIS Discounts |
|  |  |  |  |  |  |  |
| Does your firm use of any of the following **professional products or services**? *(tick all that apply)* | | | | | | |
| BCIS Online Rate Calculators | Isurv Database | Other Databases or Libraries  *(give details below)* | RICS Red Book | RICS Level 2 Survey Report | RICS Level 3 Survey Report | Report Software and Mobile Apps  *(give details below)* |
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|  | **SECTION FOUR** | **PERMISSIONS and DECLARATION *This section is mandatory****.* |
|  | NAME OF FIRM or RETIRED MEMBER |  |
|  | FIRM MEMBER NO. |  |

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| **ISVA Conferences** **and CPD Events** may be organised in partnership with professional conference organisers (such as CPD Essentials). Your permission is required in order for ISVA Administration to be able to pass on your **basic contact information** to any such preferred partner. | | | | |
|  | Please TICK and INITIAL the boxes to indicate that you have been informed that your firm’s basic contact details may be passed to an approved professional partner for the purposes of organising ISVA Conferences.  *TICK and INITIAL* | | **tick** | **INITIALS** |
|  |  |
|  | Would you like to receive information about other CPD events organised by the same ISVA approved professional conference partner?  *TICK ONE box* | | **YES** | **NO** |
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| **Statutory Notices relating to ISVA Annual General or Special Meetings, Annual Accounts and Resolutions** may be sent using electronic methods. ISVA Council must inform you of this in order to comply with the Rules of the Association. | | | | |
|  | Please TICK and INITIAL the boxes to indicate that you have been informed that ISVA Statutory Notices and related information may be sent to you by email or secure website download.  *TICK and INITIAL* | | **tick** | **INITIALS** |
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| **Declaration** | | | | |
| *To the best of my knowledge, the information supplied in all sections of this Membership Record Update is correct, subject to the amendments I have made, and I submit it on behalf of the ISVA Member Firm named above (or in my own name as an ISVA Retired Member).* | | | | |
| **Name** and **Position or Role** of person completing this declaration:  *TYPE or PRINT clearly* | |  | | |
| **Signature** of person submitting this declaration:  *SIGN and DATE here* | |  | | |



**Independent Surveyors & Valuers Association**

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| **Key to Professional Specialism Abbreviations used** | | | | | |
| AD | Architectural & Design | IC | Insurance Claims | RR | Rent Reviews |
| AS | Asbestos Surveys | LA | Land Agency & Rural Practice | RS1 | Residential Surveys – Home Condition (Level 1) |
| AUP | Auctioneers – Property | LS | Land Surveying | RS2 | Residential Surveys – Home Surveys (Level 2) |
| AUC | Auctioneers -& Valuers Chattels | LE | Leasehold Enfranchisement & Extension | RS3 | Residential Surveys – Building Surveys (Level 3) |
| BD | Boundary Disputes | MC | Mediation & Conciliation (Property) | RC | Restrictive Covenants, Easements, Rights of Way |
| BE | Building Engineers | PW | Party Walls | SC | Schedules of Condition |
| CP | Compulsory Purchase & Compensation | PT | Petroleum Industry & Roadside Restaurants | TH | Thatched Property |
| DL | Dilapidations | PD | Planning & Development | VLC | Valuations – Commercial Property |
| EN | Energy Assessments – Residential & Commercial | PL | Plant & Machinery | VLR | Valuations – Residential Property |
| EAC | Estate Agency – Commercial Property | PR | Principal Designer | VLU | Valuations – Rural Property |
| EAR | Estate Agency – Residential Property | PM | Property Management | VLT | Valuations for Tax Purposes |
| EW | Expert Witness & Litigation Support | QS | Quantity Surveyors |  |  |
| HP | Historic & Period Properties | RV | Rating Valuations |  |  |