certificate of Title – qualification schedule

**Name of Firm: Reference**

**Property:**

**Security Agent Reference:**

1. **Material Issues:**
2. Any **unresolved Material Issues** (see our General Instructions) should be raised **immediately** with the Relationship Contact (as advised in the Security Agent’s instruction letter) **and should not form part of this Qualification Schedule.**
3. Once any identified Material Issues have been fully resolved or accepted by the Relationship Contact on behalf of the Security Agent, then you should complete the details in “Part A – Resolved Material Issues”. Any qualifications must be accompanied by an explanation of the nature of the issue, details of how it was resolved (including any Relationship Contact authorisation received) and an analysis of any remaining risk involved to the Security Agent.
4. **Non Material Issues**: Once all referrals have been completed with the Relationship Contact / valuer (as appropriate) and any **non Material Issues identified have been resolved or mitigated as far as possible,** then you should complete the details in “Part B – Non Material Issues”. Any qualifications must be accompanied by an explanation of the nature of the issue, details of any mitigating actions undertaken and an analysis of any remaining risk involved to the Security Agent.

Once all relevant sections have been completed you should send this form to Credit Documentation along with your completed Key Step 2 Notice.

Part A – Resolved Material Issues1

|  |  |  |
| --- | --- | --- |
| **No.** | **Actions taken to resolve / Relationship Contact consent obtained (including brief details of the issue)** | **Any remaining risk to the Security Agent** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**1 By sending in this Qualification Schedule you hereby confirm that either no Material Issues have been identified or that any identified have been fully resolved or confirmed by the Relationship Contact as being acceptable to the Security Agent.**

Part B – Non Material Issues

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Brief details of issue** | **Mitigating actions taken** | **Any remaining risk to the Security Agent** | **Please tick to confirm issue has been disclosed to the valuer (and copied to the Relationship Contact)2** |
| 1 |  |  |  | □ |
| 2 |  |  |  | □ |
| 3 |  |  |  | □ |
| 4 |  |  |  | □ |
| 5 |  |  |  | □ |

**2 Where no tick has been provided then we will assume that you are of the view that the issue in question does not need to be disclosed to the valuer as it has no impact on the valuation and/or the assumptions made therein**.