

BUILDINGS & CONTENTS INSURANCE - GENERAL ENQUIRY FORM

Agent Details

Agent Number	303379	Agent Name, Address & Email	John Shepherd Lettings Ltd, 14 Beeches Walk, Sutton Coldfield, West Midlands, B73 6HN enquiries@johnshepherdlettings.com
FAO			Tel: 0121 354 2079 Fax: 0121 355 4348

Name of insured

Full name: (Mr, Mrs, Miss, Ms, Other)	
Cover commencement date: / /	Number of properties to be insured:
How long owned: All >5 years; All >3 years; All >1 year; All recently acquired; Some recently acquired (circle as req'd)	

Are the properties to be rented...

built of brick, stone or concrete (but not pre-fabricated walls or panels) with a slate, tile, metal, concrete asbestos or asphalt roof	Yes	No*
thatched, thatch fibre or thatch reed?	Yes*	No
built Brick with timber frame?	Yes*	No
in a good state of repair and to be maintained at all times?	Yes	No*
pitched or flat roof, not exceeding 30% of the total roof area?	Yes	No*
with history of subsidence, heave or landslip to any of the properties to be insured?	Yes*	No
underpinned or provided with other means of structural support?	Yes*	No
been the subject of a survey or valuation which mentions settlement, movement or structural defect?	Yes*	No
free from any history or signs of damage by subsidence, landslip or heave e.g. any cracks or bulges in the internal or external walls of the buildings?	Yes	No*
been monitored or are they currently being monitored for subsidence, heave or landslip?	Yes*	No
with history of flooding or within 50 metres of the properties to be insured?	Yes*	No
within 250 metres of a river, a watercourse or the sea and less than 3 metres above water level?	Yes*	No
within 6m of trees over 3m high?	Yes*	No
listed or subject to preservation orders?	Yes*	No
used for residential use only?	Yes	No*
ever left unoccupied for more than 30 consecutive days?	Yes*	No
currently being converted, extended or renovated?	Yes*	No
Please provide additional information where yes/no answers are marked with *		

Individual property questions (if a portfolio please provide separate schedule)

Risk address line 1:	Risk address line 2:	
Risk address line 3:	Risk address postcode:	
Buildings sum insured: £	Contents sum insured: £	Age:
Type of Tenants: private; professional; working; retired; DSS non-referral; student; asylum seeker; other (circle as required)		
Number of tenants sharing who are unrelated: 0-2; 3-4; 5-6; 7 or more (circle as required)		
Is the building split into flats? Yes / No . If yes, how many?: . Is the building: purpose built for flats; converted into flats; listed?		

Claims

Have you had any claims Yes / No . If yes, how many in the last 3 years:	Please disclose details below:
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<i>Claim 1</i>	<i>Claim 2</i>
Was this claim for buildings, contents or both?:	Was this claim for buildings, contents or both?:
Date of occurrence (mm/yyyy): / /	Date of occurrence (mm/yyyy): / /
Nature of occurrence (fire & smoke; earthquake; explosion; lightening; aircraft; riot; impact by animal, vehicle or train; collapse or breaking of aerials or satellite dishes; falling trees, branches or telegraph poles; theft or attempted theft; malicious acts or vandalism; flood; leaking water or oil; subsidence or storm).	
Amount settled/outstanding (estimate): £.....	Amount settled/outstanding (estimate): £.....

Current insurance details

Insurer and broker:	Premium and excess, e.g. £187/£100: £..... / £.....
Name of mortgage company/other interest to be noted on the policy:	

DISCLOSURE STATEMENT

BUILDINGS/CONTENTS & TENANTS CONTENTS policies:

This insurance has been arranged on the following basis: That neither the insured person nor anyone else who has an interest in the proposed policy:

- has any previous criminal convictions or prosecutions pending (other than motoring offences)
 - has been refused insurance or had any insurance proposal or renewal declined
 - had insurance cancelled or special terms imposed
 - been declared bankrupt/insolvent or disqualified from being a company director or the subject of bankruptcy proceedings
1. That all claims in the last 3 years have been notified to Let Insurance Services prior to inception of this policy
 2. The property being rented is self contained, and used for residential purposes only
 3. The property being rented is in a good state of repair
 4. To the best of your knowledge and belief the property being rented does not have a history of subsidence, heave, landslip or flood and is not in an area with a history of subsidence, heave, landslip or flood

I agree that this statement is correct.

Signed: _____	Name: _____	Date: _____
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If any of these statements are not correct please notify us immediately. The cover under your policy may be invalidated and could result in a claim being partly or fully declined.

Please return to: John Shepherd Lettings – Email: enquiries@johnshepherdlettings.com “For the attention of Debbie Lock”

John Shepherd Lettings Limited work in partnership with Let Insurance Services
For more information please visit www.johnshepherdlettings.com