

# Landlord's

## Buildings & Contents Insurance Scheme

### **Buildings Cover**

from £1.83  
per £1000

### **Contents Cover**

£6.00 per  
£1000

#### **Cyberhouse**

Molly Millars Lane  
Wokingham  
Berkshire  
RG41 2PX

**Freephone:** 0800 917 3324

**Email:** [enq@lml.co.uk](mailto:enq@lml.co.uk)

**Website:** [www.lml.co.uk](http://www.lml.co.uk)

**Telephone:** 0118 377 4692

**Facsimile:** 0118 978 6748

## INSURANCE SCHEME - Landlords' Buildings and Contents

**Principle features of the Insurance Scheme for the clients of Landlord Mortgages from October 1st 2007 to September 30th 2008.**

Alan Boswell Insurance Brokers Ltd are independent insurance brokers acting on your behalf, offering a wide range of products from various insurers. However, for this insurance scheme, we deal exclusively with Norwich Union who have been selected as offering good value and service. Landlord Mortgages Ltd, Alan Boswell Insurance Brokers Ltd and Norwich Union Insurance are all authorised and regulated by the Financial Services Authority.

### Residential Property Protection

- 'All risks' of material loss or damage in respect of building and/or contents.
- The facility to include occupation by students and Housing Benefit tenants at no extra charge. (Asylum seeker and DSS or Local Authority referrals must be dealt with separately).
- Cover for costs of rehousing a tenant, up to 10% of the building sum insured, following insured damage to the property.
- Loss of rent cover for up to 12 months to a maximum of 20% of the buildings sum insured, again following insured damage to the property.
- Property Owners' Liability cover up to £5,000,000 indemnity any one incident. N.B. In respect of terrorism the limit of indemnity will be restricted to £2,000,000.
- Employers' Liability cover up to £10,000,000 indemnity any one incident for cleaners, gardeners, caretakers, and persons doing minor maintenance and repairs. NB. In respect of terrorism the limit of indemnity will be restricted to £5,000,000.
- Up to 90 days' cover between lets for unoccupied properties subject to certain precautions, i.e. weekly visits; disconnection of mains services (including drainage of water systems from October to March inclusive) unless left on for heating or security purposes; doors locked and windows and other openings securely closed.

### Your Duty to Give Information

- You must disclose all material facts that may influence an underwriters' acceptance of your insurance cover. Failure to do so may prejudice any claim.

*This is only a summary of the main cover points. For full details ask for sight of the policy document, or ring for information.*

### Principal Policy Exclusions

- The first £250 of each and every claim for loss or damage (increased to £1000 for subsidence or malicious damage by the tenant).
- The policy wording incorporates provisions which exclude material loss or damage caused by Acts of Terrorism. Full details of the policy wording are available on request. Additional terrorism insurance cover is available for a premium charge. Contact Landlord Mortgages for details on 0118 377 4692.
- Unoccupied properties will not be covered for more than 60 days from being first insured or for more than 90 days between lets (without specific agreement).
- General maintenance, wear and tear.

*For full details of cover exclusions ask for sight of the policy document, or ring for information.*

### Costs

- A very competitive rate of £1.83 per £1,000 of cover for residential buildings (increased to £2.30 in certain postcode areas).
- Individual quotes given for commercial and part commercial properties.
- Contents of rented property can be covered at a rate of £6.00 per £1,000 but with theft cover following forcible entry only. No minimum sum insured if buildings cover taken through Landlord Mortgages. If buildings cover is not taken, a minimum sum insured of £10,000 applies.
- Buildings cover for residential properties can also be provided at the above rate. Please note contents cover cannot be provided for residential properties.

- A minimum sum insured of £50,000 applies for all buildings policies.
- No increase in premium for non-standard construction (except thatch or timber-built).

### Discounts

If you choose an excess of £500 a discount of £0.10 per £1,000 applies. If you choose an excess of £1,000 a discount of £0.20 per £1,000 applies.

If your total sum insured exceeds £1 Million an overall discount will apply. A further discount will also apply if your portfolio value figure exceeds £3 Million. If, at any time, your sum insured reduces below £1 Million or £3 Million respectively, the discount will no longer apply.

### Please note

All premium rates include Insurance Premium Tax (IPT) (which is not recoverable). The current rate is 5.0%.

### Payment Methods

Premiums are due immediately upon receipt of the Policy Documents. Payments can be made by cheque payable to Landlord Mortgages Ltd, by Bank Transfer (contact for details) or by Credit Card. Please note a 3% handling charge applies on all credit card payments.

### General

- Any sign of cracking which may suggest subsidence damage should be declared prior to cover to prevent any misunderstanding as to when such damage may have originated.
- All sums insured are index linked to keep pace with inflation but it is your duty to ensure that you cover the property for the full rebuild value otherwise under insurance deductions will apply in the event of a claim.
- The interest of any Bank, Building Society or other lender can be noted and any special requirements can usually be met (e.g. completing forms, etc).
- Full details of the services that we offer and conditions under which we trade are contained within the Combined Initial Disclosure Document which will be forwarded to you with your policy documentation or a written quotation.
- It is recommended that oil filled radiators and electric fan or convector heaters are the only forms of portable heating used.
- Where a communal kitchen is available, it is not recommended to allow cooking in individual's room without a Fire Officer's written approval.

### Period of cover

- The period of cover will run to a renewal date of 1st October 2008 for all clients and will be renewable on an annual basis thereafter.

### Money Back Guarantee

- We are so confident that the cover we offer under this arrangement is amongst the best available that we allow you time to check it thoroughly to make sure it meets your requirements. In the unlikely event that you are dissatisfied with the insurance, you may return the policy to us within 14 days of receiving it and, provided you have not made a claim, we will refund your premium in full.

**For cover please forward your completed application form to:  
Landlord Mortgages Ltd, Cyberhouse, Molly Millars Lane,  
Wokingham, Berkshire, RG41 2PX.**

**First Applicant**

**Title:** Mr  Mrs  Miss

**First Name**  **Surname**

**Postal Address**

**Postcode:**

**Date of Birth:**

**Daytime Telephone:**

**Who are you currently insured with?**

**Second Applicant**

**Title:** Mr  Mrs  Miss

**First Name**  **Surname**

**Postal Address**

**Postcode:**

**Date of Birth:**

**Daytime Telephone:**

**Policy Number**

Have you ever been refused insurance cover, had special terms applied or had insurance terminated? Yes  No

Have you or any directors or partners ever been convicted or charged (but not yet tried) with a criminal offence (other than motoring) or been declared bankrupt, insolvent or gone into liquidation? Yes  No

**Residential Property Details**

**Interested Parties**

**Property Address**  **Postcode:**

**Rebuilding Sum Insured** £  **Contents Sum Insured** £  **Commencement Date**

**Excess:** £250  £500  (10p per £1000 discount) £1000  (20p per £1000 discount)

**TYPE OF PROPERTY** **Single Dwelling** Yes  No  **House in Multiple Occupation** Yes  No

**Date Built**  **Shared House** Yes  No  **Self Contained Unit** Yes  No

**Own Dwelling** Yes  No

**CONSTRUCTION** **Brick & Tile**  **Thatched**  **Timber Framed**  **Other**

**If Other**, please supply details

Is the property in good condition and will it be maintained as such with regular inspections to detect any defects? Yes  No

Do you employ letting agents to manage the property? Yes  No

Is the property currently unoccupied? Yes  No

If yes, why, and for how long, and what security and other measures will be undertaken?

Is it currently undergoing major repairs or refurbishment? Yes  No

If yes, please give details

Have you sustained any accidents, losses or claims in the last 5 years, whether insured or not? Yes  No

Does the property show any signs of subsidence, landslip or heave? Yes  No

Is the property in an area subject to Flooding? (If yes to any of the above 3 questions, please give details on separate sheet) Yes  No

**IN RESPECT OF POTENTIAL TENANTS DO YOU OR YOUR LETTING AGENT:**

Interview applicants personally? Yes  No

Take up employment & financial references? Yes  No

Do you house any of the following types of Tenants? *(please answer all questions)*

**Students, unemployed persons, or those receiving Housing Benefit?**

Yes  No

If yes, which?

**Local Authority, Housing Association, Registered Social Landlord Referral or Asylum Seekers?**

Yes  No

If yes, which?

**Short Term Holiday Lettings?**

Yes  No

Are all your lettings between YOU and the TENANT under an assured shorthold tenancy agreement?

Yes  No

**IMPORTANT DECLARATION**

**Important Notices - Material Facts**

All material facts must be disclosed. Failure to do so could invalidate the policy. A material fact is one which is likely to influence an insurer in the acceptance and assessment of this application. If you are in any doubt as to whether a fact is material then it should be disclosed to the insurer. If any changes in the circumstances arise during the period of insurance cover please provide your insurer with details.

A specimen copy of the policy wording is available on request. We recommend you keep a record (including copies of letters) of all information provided to the insurer for your future references. A copy of the completed form will be supplied on request within a period of three months after its completion.

**Fraud Prevention and Detection**

In order to prevent and detect fraud we may at anytime share information about you with other organisations and public bodies including the Police.

**Data Protection - Information Uses**

For the purposes of the Data Protection Act 1998, the Data Controllers in relation to any personal data you supply are CGU Insurance Plc, Alan Boswell Insurance Brokers Ltd and Landlord Mortgages Ltd.

**Insurance Administration**

Information you supply may be used for the purposes of insurance administration by the insurer, its associated companies and agents, by reinsurers and your intermediaries. It may be disclosed to regulatory bodies for the purpose of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes. Your information may also be used for offering renewal, research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area of any of these purposes and for systems administration. In assessing any claims made, the insurer or its agents may undertake checks against publicly available information (such as electoral roll, county court judgements, bankruptcy orders or repossessions). Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators).

In the case of personal data, with limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

**Credit Searches and Accounting**

In assessing your application, the insurer may search files made available to it by credit reference agencies who may keep a record of that search. The insurer may also pass to credit reference agencies information it holds about you and your payment record. Credit reference agencies share information with other organisations, enabling applications for financial products to be assessed or to assist the tracing of debtors or to prevent fraud.

The insurer may ask credit reference agencies to provide a credit scoring computation. Credit scoring uses a number of factors to work out risks involved in any application. A score is given to each factor and a total score obtained. When automatic credit scoring computations are used by the insurer, acceptance or rejection of your application will not depend only on the results of the credit scoring process.

**Sensitive Data**

In order to assess the terms of the insurance contract or administer claims which arise, the insurer may need to collect data which the Data Protection Act defines as sensitive (such as medical history or criminal convictions). By proceeding with this application you will signify your consent to such information being processed by the insurer or its agents.

You should show this notice to anyone who has an interest in the property insured under this policy.

**Marketing**

By signing this form you consent to such use of your personal data. Landlord Mortgages may also send details of other products and services. You may be contacted by telephone, fax or email.

If you do not want to receive such details, please tick the box.

The information that you provide to us on the application form is a summary of your demands and needs. As the prospective policy holder please tick this box to confirm that having read the policy summary(ies) you are satisfied that this/these insurance policies provide you with adequate financial protection for these types of insurance.

**Declaration to be signed by you.**

I/We understand the contents of this completed application and I/We declare that the information given is, to the best of my/our knowledge and belief correct and complete. I/We agree that the statements in this application shall form the basis of the contract between the insurer and myself/ourselves and if the risk is accepted I/We undertake to pay the premium when called upon to do so. I/We understand that my/our information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes.

Signature of Proposer(s):



Date:



**PLEASE NOTE:** No cover is in force until this proposal has been accepted by the insurer's or until a cover note has been issued by Alan Boswell Insurance Brokers, on behalf of the underwriters.

**Law applicable to the contract**

The appropriate law as set out below will apply unless you and the insurer agree otherwise:

The law applying in that part of the UK, Channel Islands or Isle of Man in which you normally live or (if applicable) the first named policy holder normally lives; or  
 In the case of a business, the law applying in that part of the UK, Channel Islands or Isle of Man where its principal place of business;  
 or should neither of the above be applicable, the law of England and Wales will apply.