



# SELECT INTRODUCTION

## SECTION 1 – INTRODUCTION DETAILS

Introduction from:  Agency No:

Policy No.:  Renewable: DD/MM  /

Landlord's Name:

Landlord's Address: Postcode:   Address:

Landlord's Tel:  Mobile:

Landlord's Email:

## SECTION 2 – RISK DETAILS

Risk Address: Postcode:   Address:

Property addition to be effected from:  /  /

Are there additional interests to be noted on the policy (mortgage lenders etc.)? Yes  No

Details:

Buildings Sum Insured: £  Landlord's Contents Sum Insured: £   
*This should represent the total rebuild value* *This should represent total replacement value on a new for old basis*

Building Type (e.g. house/flat):  Is the property: Occupied?  Unoccupied?

If Unoccupied, is the property on the market to let? Yes  No  *If No, please provide details in the space provided below*

Date the property became unoccupied:  /  /  *Please provide any relevant additional information below, e.g. any work being carried out.*

Occupancy Type: Working  Students  Housing Benefit  Social housing, bedsits, holiday homes, asylum seekers

Is the property a Commercial Premises (e.g. shop)? Yes  No  *If Yes, please complete the Commercial Questionnaire*

Other Material Facts/Further Information (use separate sheet if required)

### SECTION 3 – QUESTIONS

Please answer the questions below.

*Is/Has/Does the property listed above: (if any answers are shaded please provide additional information)*

1. Built of brick, stone or concrete and roofed with tile, slate or other non-combustible material? Yes  No
2. When was the property built?
3. A listed building? Yes  No   
If Yes, please state its official grade:
4. In a good state of repair? Yes  No
5. Suffered from, or show signs of subsidence, heave or landslip? Yes  No
6. Suffered from flooding, or is it located in an environmental flood plain area? Yes  No
7. Let on an Assured Shorthold Tenancy (or equivalent in Scotland/Northern Ireland)? Yes  No
8. If Yes to Q7 above is the agreement between the landlord and the tenant? Yes  No
9. Let/managed by the letting agent above? Yes  No
10. Comprise of bedsits? Yes  No
11. Have its own self contained lockable entrance? Yes  No

*Has the proposer/landlord above had:*

1. Any insurance cancelled, refused or special terms imposed? Yes  No
2. Any losses involving the risks proposed or any claim against them in the last 3 years? Yes  No
3. Any conviction, or is any prosecution pending, for any offence of dishonesty of any kind? Yes  No
4. A declaration of, or proceedings for, bankruptcy either in a personal capacity or in connection with any business? Yes  No

Do you require Employers Liability cover? Yes  No

If Yes, please supply your Employer Reference Number (ERN), as provided by HMRC:

### SECTION 4 – DECLARATION

**IF ANY OF THE ABOVE CIRCUMSTANCES CHANGE DURING THE PERIOD OF INSURANCE PLEASE ADVISE LETSXL IMMEDIATELY.**

The landlord's contents are not to include any computers, computer records, credit cards, securities, jewellery or valuables.

I/We have read the contents of this completed Introduction Form together with any associated notes and I/we declare that the information given is to the best of my/our knowledge and belief, correct and complete and I/we have not withheld any material facts.

Failure to disclose all material facts could invalidate the policy. A material fact is one which is likely to influence an insurer in the acceptance and assessment of the risk to be insured or the terms on which it is accepted. 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 circumstances arise during the period of insurance cover please provide your insurer with details.

**Important – If the property becomes unoccupied all Unoccupancy Conditions must be satisfied for full cover to remain in force.**

**IMPORTANT: This insurance cannot be backdated**

Print Name

Sign & Date

/  /

### SECTION 5 – FOR INTERNAL USE ONLY

Date of receipt:		Postcode Result:		Date Documents sent:		Referred:		Rate Applied:	
Response:									