

## Let Property Enquiry Form

### SECTION 1 - CLIENT DETAILS

Full Name including title:		Date of Birth:	DD/MM/YYYY	Occupation and nature of business	
Full Name including title:		Date of Birth:	DD/MM/YYYY	Occupation and nature of business:	

Telephone number:	
Email address:	
Are you permanent resident in the UK?	Yes/No If no, please provide details:

Correspondence address (including post code):	
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### SECTION 2 - PROPERTY DETAILS

Full Address (including post code) of property to be Insured:	
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Has the property or any neighbouring Properties had any history of subsidence, heave, landslip or flooding?	Yes/No If Yes, please provide details:
Is the property located within 200 metres of a river, stream, tidal water or other watercourse?	Yes/No If Yes, please provide type, distance to property & ground level:
Has a survey been carried out on the property?	Yes/No If Yes, please confirm type of survey:
Are any trees or shrubs (in excess of 3m tall) within 7 metres of your buildings?	Yes/No If Yes, please advise type & height of tree and distance from building (in metres)
Is the property in a good state of repair?	Yes/No If No, please provide details:
Are any renovation/refurbishment works (using external contractors) planned works in the next 3 years?	Yes/No If Yes, please provide details:
Have the buildings been extended in the last 40 years?	Yes/No If Yes, please provide details:

Occupancy (Please select):		
<input type="checkbox"/> Asylum	<input type="checkbox"/> Professional Let	<input type="checkbox"/> Student
<input type="checkbox"/> HMO	<input type="checkbox"/> Unoccupied	
If the property is to be let please advise: <b>Whether it is let to a family, couple or single person etc.:</b> _____ <b>The length and type of lease:</b> _____		

Will the property be unoccupied for more than 30 consecutive days in a calendar year?	Yes/No <b>If Yes, please provide details:</b>
If unoccupied please state reason for unoccupancy:	
How long is it anticipated the property will remain unoccupied:	

Property Type (please select):	<input type="checkbox"/> Detached	<input type="checkbox"/> Semi Detached	<input type="checkbox"/> Flat
	<input type="checkbox"/> Mid-Terrace	<input type="checkbox"/> End-Terrace	<input type="checkbox"/> Maisonette

Main Building construction:	
Roof construction:	
Year of construction:	
Is the property Listed? If Yes, what grade?	Yes/No <b>Grade:</b>
Number of Bedrooms:	

	Outbuilding 1	Outbuilding 2	Outbuilding 3
Description e.g. garage etc.			
How is the building used?			
Construction of walls			
Construction of roof			
State of repair			
Distance from main dwelling House (in metres)			

Does the property have smoke detectors on each level?	Yes/No <b>If yes, please state type &amp; location:</b>
Is there a smoke detector in the roof space?	Yes/No
Do you have fire extinguishers on each level of the home?	Yes/No <b>If Yes, please state type &amp; location:</b>
Does the property have a fire blanket?	Yes/No
Please confirm distance to nearest fire brigade	<b>Miles:</b>
When was the property last re-wired?	DD/MM/YYYY
Does the property have a satisfactory, up-to-date electrical condition report provided by a qualified electrician?	Yes/No Issue Date: DD/MM/YYYY Expiry Date: DD/MM/YYYY

**SECTION 3 - HEATING**

Is there a wood burner or multi fuel stove in the property? If Yes, please state how many and type:	Yes/No <b>If Yes;</b> <b>Type of stove: Wood burner/Multi fuel/solid fuel Aga Rayburn</b>
Is there an open fire in the property:	Yes/No <b>If Yes, number of Open Fires:</b>
Date when the chimney(s) were last swept	DD/MM/YYYY
Do you use portable heating	Yes/No <b>Please state type:</b>
Please state all other forms of heating in the property. i.e. Gas, storage heaters, air source etc.	1. 2. 3. 4.
Do you have an oil tank?	Yes/No <b>If Yes, how old is the tank?</b>

**SECTION 4 - SUMS INSURED**

Buildings - The buildings sum insured should represent the full cost of reinstatement of the property (including the cost of professional fees and site clearance), any garages, greenhouses and other outbuildings, swimming pools, walls, gates and fences. If the property is listed then VAT will also need to be included.

Main Building:	£
Outbuildings:	£
Building 1	£
Building 2	£
Building 3	£
Total Buildings sum insured	£

Is accidental damage cover required?	Yes/No
Is a voluntary excess required? Please specify amount:	*£

**\*Please note that the voluntary excess will apply in addition to any compulsory excess**

Please provide the name and address of any party whose interests are to be noted e.g. mortgage lender:	Mortgage reference no:
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Contents – The contents sum insured should represent the full cost of replacing (as new) the entire contents within the property. Contents are household goods including furniture, furnishings (such as carpets and curtains) and all items not fixed to the property.

General Contents

Contents in outbuildings:	£
Building 1	£
Building 2	£
Building 3	£
Total Contents	£
Is a voluntary excess required? Please specify amount:	*£

**\*Please note the voluntary excess will apply in addition to any compulsory excess**

**SECTION 5 - SECURITY**

Is the property fitted with 5 lever mortice deadlocks?	Yes/No <b>If No, please provide details of alternative locks in place:</b>
Do you have key operated window locks?	Yes/No <b>If no, please provide details of how windows are secured:</b>
How are French windows/patio doors secured?	
Is there a burglar alarm installed at the property, which is approved by NSI/NACOSS and covered by an annual maintenance contract?	Yes/No <b>Alarm make &amp; model: _____</b> <input type="checkbox"/> Bells Only <input type="checkbox"/> Central Station
Is the alarm covered by an annual maintenance agreement?	Yes/No

**SECTION 6 – CLAIMS & PREVIOUS HISTORY**

Any claims in the past 5 years? If yes, please list below:	Yes/No	
Claim details, including circumstances, insurers & address of property where the incident occurred:	Date of claim:	Value of claim:
	DD/MM/YYYY	£
	DD/MM/YYYY	£
	DD/MM/YYYY	£

Have you held insurance continuously for the Past 5 years? If no, provide details	Yes/No <b>Details:</b>
How many years no claims discount do you currently have?	
Are you a first-time buyer?	Yes/No

Have You or any person residing with you, ever been declared bankrupt?	Yes/No
Have you or any person residing with you ever been convicted of ANY offence, other than motoring offenses, or are there any penalty convictions?	Yes/No
You are not required to disclose convictions regarded as 'spent' by virtue of the Rehabilitation of Offenders Act 1974. If you have stated Yes to the above please give full details below	

**Further information** – Please use the space below for any further details.



<b>Current Insurer:</b>	<b>Renewal Date:</b>
<b>Renewal Date:</b> DD/MM/YYYY	<b>Target Premium:</b> £

**DECLARATION:**  
I/We confirm that this form has been completed to the best of our knowledge


**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minimum Security**  
Here is a full definition of the type o locks you should have installed on you final exit doors and accessible windows.


Final exit door (main entrance) – should be fitted with a mortice deadlock of at least five levers or rim deadlock conforming to British Standard BS3621.



Mortice deadlock



Rim Deadlock




Five lever mortice Key

Other Single External doors – Should be fitted with either:

- a mortice deadlock of at least 5 levers conforming to BS3621
- or a rim deadlock conforming to BS3621
- or key operated lock with bolt top and bottom
- for solid doors, bolts should be at least 10 inches in length and for glass paneled doors, key operates mortice rack bolts should be fitted

Windows, fanlights and roof lights – All windows, fanlights and roof lights which can be accessed without the use of a ladder, and can be opened, should be fitted with key-operated window locks



Key operated window lock