

LET LINE

APPLICATION FORM



Landlords

RESIDENTIAL PROPERTY

Agency Stamp:

Let Line application form

Please complete in **BLOCK LETTERS**, tick the appropriate boxes and give a definite answer to each question. Please keep a record of all information supplied to us for the purpose of entering into this contract. A copy of this application will be supplied to you on request within three months of its completion.

Your Personal Details

Full Name	<input type="text"/>
If an individual please give title (Mr/Mrs, etc)	<input type="text"/>
Postal Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Telephone No.	<input type="text"/>
	<input type="text"/>
Email	<input type="text"/>
Date of Birth	<input type="text"/>
Occupation	<input type="text"/>

Property to be Insured

Risk Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Date Cover required	<input type="text"/>

Is the property:	A House	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Self Contained Flat	<input type="checkbox"/>
	House converted to Flats	<input type="checkbox"/>	Purpose built Flats	<input type="checkbox"/>		
Is it:	Detached	<input type="checkbox"/>	Semi Detached	<input type="checkbox"/>	Terrace	<input type="checkbox"/>
					Other	<input type="checkbox"/>
Type of Heating:	Gas C/H	<input type="checkbox"/>	Oil Fired C/H	<input type="checkbox"/>	Solid Fuel	<input type="checkbox"/>
					Other	<input type="checkbox"/>
Type of Tenant:	Private	<input type="checkbox"/>	Students	<input type="checkbox"/>	DSS/Housing Benefit	<input type="checkbox"/>
	Local Authority	<input type="checkbox"/>	Asylum Seeker	<input type="checkbox"/>	Other	<input type="checkbox"/>

Number of Tenants

	Yes	No
Is there a tenancy agreement in force between landlord or letting agent and person living in the property?	<input type="checkbox"/>	<input type="checkbox"/>
Is cooking restricted to designated kitchen area only?	<input type="checkbox"/>	<input type="checkbox"/>

Is the property:

- 1. Constructed of brick, stone or concrete and roofed with slate, concrete, tile, metal or asbestos and have no more than 10% of any other material?
- 2. (a) In a good state of repair?
 (b) Will it be so maintained?
- 3. Occupied purely for domestic purpose? (i.e. No trade use)
- 4. Does it have any special exposure to damage by storm or flood?
- 5. Does it have any sign of damage or are you aware of any properties in the vicinity or aware of any previous damage caused by subsidence, heave or landslip?
- 6. Does the sum(s) insured represent the full replacement costs?
- 7. Is the property left unoccupied for more than 60 consecutive days?
- 8. Have you, any director, partner or family member:
 - (a) Ever had a proposal for insurance declined, renewal refused, cover terminated or special conditions imposed by an Insurer?
 - (b) Ever been convicted of, or cautioned for (or charged but not yet tried with) any criminal offence (other than motoring offences)?
 - (c) Ever been declared bankrupt or insolvent, been the subject of a County Court Judgement, an Involuntary Arrangement, a Company Voluntary Arrangement or a Sheriff Court Decree or been disqualified from being a company director?

Your Loss History

Yes No

Have you suffered any loss, damage, injury or liability in the last three years (whether insured or not) from any of the events insured by this policy? If yes, please provide details in the box below:-

Date	Circumstances	Amount of Claim

Buildings (Standard Cover)

What is the full cost of rebuilding the property to the present specification (including garages & outbuildings) plus approximately 15% to cover demolition costs and architects and surveyors fees?
 (Minimum £35,000)

Please state name and address of any interested party and nature of the interest e.g. mortgagee

Name

Address

Postcode

Nature of Interest

Rent (Standard Cover)

The property provides cover for loss of up to 12 months rent following material damage at the property with a limit of 20% of the buildings sum insured. If this is not sufficient, please state limits required.

Property Owners Liability (Standard Cover)

The standard limit of indemnity is £5,000,000. If this is not sufficient, please state limit required?

Optional Extras

Landlords Contents (Optional)

Do you wish to include this cover?

Yes No

If yes, what is the full cost of replacing all the Landlords Contents without allowance for wear and tear?

(Minimum £5,000)

Does this include any valuables? If so, please state, total amount. (Valuables are defined as stamp, coin or medal collections, curios, pictures, other works of art, articles of gold, silver or precious metal).

Employers Liability (Optional)

Do you wish to include this cover? (The Standard Limit is £10,000,000)

Yes No

Engineering (Optional)

Do you wish to include this cover?

Yes No

Legal Expenses (Optional)

Do you wish to include this cover? (The Standard Limit is £50,000)

Yes No

Directors and Officers (Optional)

Do you wish to include this cover? (The Standard Limit is £100,000)

Yes No

Additional Information:

Material Facts

All material facts must be disclosed. Failure to do so could invalidate the policy. A material fact is one that 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 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 reference. A copy of the completed application form will be supplied on request within a period of three months after its completion.

State any other material facts in the following box:

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you. In the first instance, please write to a Director at Rawlins Insurance Brokers, First Avenue, Porthill, Newcastle-under-Lyme, Staffordshire, ST5 8QX Tel: 01782 753000.

We are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

Data Protection Act

Information Uses

For the purposes of the Data Protection Act 1998, the Data Controllers in relation to any personal data you supply are Eric Rawlins & Co Ltd and Aviva Insurance Limited.

Insurance Administration

Your information may be used for the purposes of insurance administration by the insurer, its associated companies and agents, by reinsurers and your intermediary. It may be disclosed to regulatory bodies for the purposes 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 for any of these purposes and for systems administration. Where this happens, we will ensure that anyone to whom we pass your information agrees to treat your information with the same level of protection as if we were dealing with it.

If you give us information about another person, in doing so you confirm that they have given you permission to provide it to us and for us to be able to process their personal data (including any sensitive personal data) and also that you have told them who we are and what we will use their data for, as set out in this notice.

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.

In assessing your application now or at renewal, the insurer or its agents may undertake checks against publicly available information (such as electoral roll, county court judgements, bankruptcy orders or repossessions). Similar checks may be made in assessing any claims made.

Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators).

Credit Searches and Accounting

In assessing your application/proposal form, to prevent fraud, check your identity and to maintain its policy records, 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. The information will be used by other credit lenders for making credit decisions about you and the people with whom you are financially associated for fraud prevention, money laundering prevention and for tracing debtors.

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. Where 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 their agents.

Marketing

Aviva group, its agents and business partners may use your information to keep you informed by post, telephone, e-mail or other means about products and services which may be of interest to you. Your information may also be disclosed and used for these purposes after your policy has lapsed. If you do not wish your information to be used for these purposes please write to Aviva, FREEPOST, Mailing Exclusion Team, PO Box 903, Sheffield, S11 8LE.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time:

- Share information about you with other organisations and public bodies including the Police;
- Undertake credit searches and additional fraud searches;
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this.

We can supply on request further details of the databases we access or contribute to by contacting Eric Rawlins & Co Ltd.

We and other organisations may also search these agencies and databases to:

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies;
- Check your identity to prevent money laundering, unless you furnish us with other satisfactory proof of identity.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

Choice of Law

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

1. 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 policyholder normally lives; or
2. In the case of a business, the law applying in that part of the UK, Channel Islands or Isle of Man where it has its principal place of business; or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Recording

For our joint protection telephone calls may be recorded and/or monitored.

Declaration

- 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.

Proposer Signature

Date

DD / MM / YYY

- Notes:**
1. Our liability does not commence until this application form has been accepted.
 2. We reserve the right to ask for special terms or decline this application form.
 3. Information contained in this application form is for standard risks and is correct at the time of printing but may be subject to periodic change.

LET LINE



INSURED THROUGH

RAWLINS
INSURANCE BROKERS

Ravenclyffe, First Avenue, Porthill
Newcastle-under-Lyme ST5 8QX
Telephone: 01782 753000
Facsimile: 01782 753001



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