



Buy-to-Let Insurance – Information Capture Sheet

When completing the Information Capture Sheet, or having your Insurance Advisor complete it on your behalf, you must provide all material facts. Failure to disclose such necessary information or disclose false information could invalidate any insurance cover in the event of a claim.

Note to the Introducer: The Information Capture Sheet is provided for the purposes of capturing client's cover requirements prior to producing a full quotation using the Source software. Submission to underwriters of an Information Capture Sheet is not an acceptable means of application. A fully completed Application Form produced from the Quotation Documentation section of the software is the only acceptable means of submitting new business to underwriters for acceptance.

1. FIRST APPLICANT'S DETAILS

Title Forename(s)

Surname Date of Birth / /

Occupation Nature of Business

Current Employer Name

2. SECOND APPLICANT'S DETAILS

Title Forename(s)

Surname Date of Birth / /

Occupation Nature of Business

Current Employer Name

3. CONTACT DETAILS

Correspondence Address(es)

Applicant 1	Applicant 2
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Applicant 1 Contact Tel Applicant 2 Contact Tel

4. PROPERTY DETAILS

If the insured address is different to the correspondence address, enter this below.

Postcode:

Property description

- Detached house
- Semi-detached house
- Terraced house
- Detached bungalow
- Semi-detached bungalow
- Terraced bungalow
- Flat
- Other

Number of bedrooms Year property was built

5. PROPERTY OWNERSHIP

The property is:

- Owned on Mortgage By Proposer – Let Furnished
- Owned on Mortgage By Proposer – Let Unfurnished
- Owned on Mortgage By Proposer – Not Let
- Owned on Mortgage By Proposer – Sometimes Let Furnished
- Owned on Mortgage By Proposer – Sometimes Let Unfurnished
- Owned Outright By Proposer - Let Furnished
- Owned Outright By Proposer - Let Unfurnished
- Owned Outright By Proposer – Not Let
- Owned Outright By Proposer – Sometimes Let Furnished
- Owned Outright By Proposer – Sometimes Let Unfurnished
- Rented From Local Authority – Furnished
- Rented From Local Authority – Unfurnished
- Rented From Private Landlord - Furnished
- Rented From Private Landlord - Unfurnished
- Tied Occupancy – Furnished
- Tied Occupancy - Unfurnished
- Not Covered By Any Other Item On The List

Date of Purchase Month / Year

Date of Occupancy Month / Year

Mortgage Lender Details (If App.)

Roll / Account Number:

Mortgage Lender's Address:

6. BUILDINGS COVER

Buildings Sum Insured £

Type of cover Standard / Standard & Accidental Damage

Buildings Total Excess £ 100 / 150 / 200 / 250 / 300 / 350

Claims Free Years 0 / 1 / 2 / 3 / 4 / 5

7. CONTENTS COVER

(Covers landlord's contents only)

Contents Sum Insured £

Buildings Total Excess £ 100 / 150 / 200 / 250 / 300 / 350

Claims Free Years 0 / 1 / 2 / 3 / 4 / 5

Property Security

Is the final exit door secured by a deadlock, all other external doors either secured by a deadlock or fitted top and bottom with key operated security bolts, and accessible windows fitted with key operated window locks? Yes / No

Is your home protected by an intruder alarm system installed and maintained by a NACOSS (National Approval Council for Security Systems) recognised firm? Yes / No

Name of burglar alarm Installation Company

Name of burglar alarm Maintenance Company

Are you a member of a police approved Neighbourhood Watch Scheme? Yes / No

Are there any other protections installed at the insured property? Yes / No

Enter details of additional protections at the property

8. GENERAL PROPERTY INFORMATION

Declarations about you and your home

Please read the following statements carefully and tick only those which apply

- The buildings sum insured do not represent the full rebuilding costs for Building cover
- The contents sum insured do not represent the full replacement cost of all items insured (less an allowance to wear and tear)
- The property is not built of brick, stone or concrete, or not roofed with slates, tiles, metal, asphalt or concrete
- The property is not in a good state of repair, or has damage or defects of some kind
- The property is in an area susceptible to flooding
- The property or area is subject to subsidence, ground heave, landslip or coastal or river erosion
- The property is subject to previous underpinning or any remedial action of any type in connection with subsidence, ground heave, landslip or coastal or river erosion
- The property contains a restaurant or other social amenities
- The property is not occupied solely for private residential purposes
- The property is normally unoccupied at night, or may be left unoccupied for more than 30 consecutive days
- The property may be left unoccupied for more than 60 consecutive days
- The property is a listed building
- The property is divided into bedsits where it is known that no Local Authority or Fire Service Approval exists
- The private dwelling houses or flats are let as bedsitters, short-term lets or holiday accommodation for a tenancy agreement of less than 6 months
- During the last 5 years you or your spouse (or in the case of a firm, any director or partner) have suffered loss, destruction or damage, or have been liable for accidents involving other persons with respect to the events which you wish to insure against
- An insurer has imposed terms or previously declined (at any time) with respect to the risks to be insured
- You or any members or your family or anyone normally residing with you (or, in the case of a firm, any director or partner) have been subject to any declaration of bankruptcy or liquidation
- The applicant(s) or any person living in the home has been convicted of, or received a police caution for any criminal offence (other than motoring offences) or there is a prosecution(s) pending
- The applicant has one or more convictions for fraud or dishonesty (of any kind)
- The property is not currently occupied
- The property is not self-contained (i.e. it does not have a separate private entrance under your sole control)
- The property will not be occupied from commencement
- The property (including garage) is showing signs of movement (e.g. cracking or bulging walls) which could be attributed to subsidence, heave, landslip or flooding
- The property (including garage) is situated within ¼ mile (400m) of the nearest river, watercourse or sea
- The property contains cooking or washing facilities (other than hand basins) in the bedroom(s)
- The applicant(s) or someone living in the property is engaged in the entertainment profession

General property information continued...

- The property (including garage) is undergoing renovation or construction work
- The property does not have a gas central heating system
- The property is regularly left unattended (excluding normal employment, holiday or shopping purposes)
- The property will be occupied by someone other than a family, a married or common law couple, a single person, or a maximum of two unrelated persons sharing
- The property will be occupied by students, the unemployed or DSS, Local Authority or charity referrals, or let to local authorities or housing associations
- The applicant(s) or any other individual permanently residing at the property is a smoker
- The property is usually unoccupied during work hours
- The property has patio doors
- The property is a holiday home
- The property is undergoing Non-Standard Renovation
- The property requires Joint Contract Terms cover
- The property is pending sale
- The property has flat felt on a timber roof, which exceeds 50% of the total roof area
- You or an authorised representative (e.g. Caretaker) will not be permanently resident at the insured address
- The premises are not protected with fire detection/prevention facilities, or has no smoke alarm, fire extinguisher and fire blanket
- The property use asbestos in some part of its construction
- The property forms part of a portfolio, where the majority of risks fall within the acceptable business criteria

9. TENANCY

Please complete this section if the property is tenanted

Type of Tenants

- Working people
- Students
- DSS Family / Single
- DSS Group
- Housing Association
- Local Authority
- Asylum Seekers
- The property is multi-tenure
- The tenant share kitchen facilities
- References are not always taken
- The tenancy agreement is not with the tenant

Length of tenancy agreement Year(s) Month(s)

Provide details of all persons residing at the property

Name	Age	Relationship	Occupation

10. INSURANCE DETAILS

What date do you want cover to commence? / /
 (Cover can not be backdated)

Have you held insurance before? Yes / No

Previous insurer:
 Policy number:

Details of previous claims and losses:

Date	Type	Cost	Cause