

# Landlord Property

## CLAIM FORM

If you need any assistance in completion of this form please contact Home & Legacy Claims on 0344 893 8360 or if you are calling from overseas call +44 (0) 020 3118 7777.

Please check that you have enclosed all supporting documentation before returning the completed claim form to: Claims Department, Home and Legacy Insurance Services Limited, Witan Gate House, 500-600 Witan Gate West, Milton Keynes MK9 1GB. Alternatively email to [claimsteam@homeandlegacy.co.uk](mailto:claimsteam@homeandlegacy.co.uk).

### Section 1 – General

Claim number	<input type="text"/>	Policy number	<input type="text"/>
Insured name(s)	<input type="text"/>		
Correspondence address	<input type="text"/>		
	Town/County		Postcode
Work telephone number	<input type="text"/>	Mobile telephone number	<input type="text"/>
Home telephone number	<input type="text"/>		
Email (for correspondence related to this insurance)	<input type="text"/>		
Are you registered for VAT?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please advise VAT number and status	<input type="text"/>		
Was your insurance arranged through an intermediary?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide their name and contact details below			
Intermediary's name	<input type="text"/>		
Correspondence address	<input type="text"/>		
	Town/County		Postcode
Intermediary's telephone number	<input type="text"/>		
Intermediary's email	<input type="text"/>		
Indicate the method by which you paid your premium?	Annually <input type="checkbox"/>		Instalments <input type="checkbox"/>

Is your property fully managed by a Property Managing Agent or Letting Agent? Yes  No

If Yes, please give the Agent's contact details and the services provided

Agent's name

Address

Town/County  Postcode

Agent's telephone number

Agent's email

What services are provided by your Property Managing Agent or Letting Agent?

Tenant Finding Only  Tenant Finding and Rent Collection  Full Management

If Other, please give details below

What Tenancy Deposit scheme is used?

What is the amount of tenancy deposit collected  £

**Previous losses**

Have you ever sustained loss or damage by any of the risks insured by this policy, whether insured at the time or not? Yes  No

If Yes, please give details below

**Other insurance**

Do you have any other insurance that may cover any of the risks insured by your policy? Yes  No

If Yes, please provide the insurers name and address and detail any policy number(s) below

Name

Address

Town/County  Postcode

Policy number(s)

Telephone number

If your claim is accepted our preferred method of settlement is by way of electronic transfer using BACS.

Please provide your bank details

## Section 2 – Circumstances of the loss or damage

Address of the property where loss or damage occurred

Address

Town/County

Postcode

Details about the type of loss/damage and how it occurred

Date

Time

Place

a) How did the loss or damage occur?

Please give full details of property lost or damaged. If there is damage to carpets please indicate when the carpet affected was laid.

b) Was the property unoccupied/not lived in at the time the loss/damage occurred?

Yes

No

If Yes, i) Has the property been inspected at least once every 14 days?

Yes

No

ii) When was the property last lived in or occupied?

Date

For theft, damage by malicious persons, accidental loss, riot or vandalism claims

c) When and by whom was the loss discovered?

d) When was the loss reported to the Police and by whom?

To which Police station?

Police Crime Ref.

e) By what means was access gained to the premises?

f) Which doors and windows were forced?

Do you suspect any person or persons? Yes  No  If Yes, whom?

g) What enquiries have been made and what steps have been taken to recover the property lost?

Please ensure that all damaged property is kept until permission to dispose of it is received from Home & Legacy or the insurer.

**Section 3 – Additional information**

Please provide any other information which could help the insurers in the handling of the claim or recovery/pursuit of any party.

**Section 4 – Details of claim**

Please submit the following documents with this form:

**Building claims:** Detailed original estimates from tradesmen for the work necessary to repair the damage.

**Claims for loss or damage to other property:** If the articles can be repaired, detailed original estimates from tradesmen for work necessary to repair the damage. If the article is lost, or damaged beyond repair, the original receipt for its purchase together with an estimate for the cost of its replacement. If possible please submit photograph of damaged article/property.

If there is damage to carpets please indicate when the carpet affected was laid.

**Claims for theft, malicious, intentional or accidental damage by tenant:** Please provide evidence to show that you have complied with the requirements of the Tenancy Deposit Scheme.

Description of articles including make and model number	From whom obtained	Date acquired	Original purchase price	Cost to replace or repair	Value of salvage (if applicable)	Amount claimed
<b>Total claimed</b>						

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## Important information

### Privacy Notice (How we use information)

To find out how personal data will be used, you can find a copy of our 'Privacy Notice' at [homeandlegacy.co.uk](http://homeandlegacy.co.uk). Alternatively, you can ask us for a copy.

### Declaration

I declare that I was not aware at the start of the insurance or renewal of this insurance that this claim, the details of which are set out above, was likely to arise.

I declare that the above is a full and accurate statement, and I therefore wish to make a claim under the policy for loss or damage in respect of the circumstances described.

Damaged property will be protected from further deterioration and will not be disposed of until permission is given by Home & Legacy or the insurer or any loss adjusters appointed.

I agree to notify Home & Legacy immediately if any of the property mentioned in this claim is subsequently recovered, and at the option of the insurer to return the property or to refund the amount of money received by way of compensation under the policy.

If there is anything that you do not understand please contact Home & Legacy.

Signature

Name

Date

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Print

Save

Submit

[homeandlegacy.co.uk](http://homeandlegacy.co.uk)

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