

Residential Property Owners Fact-find Form

Question		Response		
Full Name of Individual/Company (& whether Limited etc)				
Confirm only activity for which cover is required is Property Owning (no development etc)		YES/NO (If “No”- Details required and pass to Commercial)		
Correspondence Address incl. Post Code				
Risk Address incl Post Code & Sum Insured,			<i>Rebuilding Sum Insured</i>	
OCCUPANCY	If Occupied ..	Nature of Tenancy	YES/NO (& No. of flats)	
		Professional/Private Lets	Y /N ()	
		DSS Referrals (Lease with Local Authority)	Y /N ()	
		DSS Other	Y /N ()	
		Asylum Seekers	Y /N ()	
		Students	Y /N ()	
		Other (state)	Y /N ()	
	If Unoccupied:	How long has the property been unoccupied?		
		What are the plans for the Property?		
		To be let (& when)?		
		To be sold?		
		To be occupied by you (when?)		
		Details of any work being undertaken or planned?		
		-Internal/External		
		-Structural or Minor Internal		
		-Planning Permission required/obtained		
-When to Start/Started				
-When expected to be finished?				
- Who will do the work? Will you check their PL Insurances?				

CONSTRUCTION ETC.	No Of Storeys	
	Floor Construction	<i>E.g. Timber or Concrete</i>
	In Good Repair at present?	<i>If no. details required.</i>
	Roof Built of?	<i>State if pitched Slate or Tile?</i>
	Any Flat Areas?	<i>If Yes, establish % of total, and when last renewed</i>
	Walls Built of?	<i>Brick, Concrete, and Timber Areas?</i>
	Age & whether Listed?	<i>If yes, state whether Grade I/II or II</i>
	Subsidence:	Have the premises ever suffered from subsidence heave or landslip? Are they presently being monitored?
	Flooding	Is the property in an area free from flooding and in an area free from flooding?
SECURITY	Type of Locks on External Doors	<i>State whether 5 Lever Mortice Deadlocks</i>
	Key Operated Window Locks Fitted?	
	Burglar Alarm fitted?	<i>If "Yes", Name of Installer, Signalling method and whether maintained.</i>
	Smoke Alarms Fitted & Operational?	
Is any part of the building used for Commercial or Retail purposes? If "Yes" full details required.		
Claims or Incidents in the last 5 Years – full details including any repair work or remedial action		
Have you have had Insurance Declined, Cancelled or Refused?		
Any Convictions or bankruptcy		
Source of Enquiry		
Deadline/Renewal Date(s)		
Person Calling & Tel No		
Date of Conversation/Broker		