County Insurance Services

Home Enquiry Form

Section 1 - Client Details

Full Name including title:		Date of Birth:	
Occupation including nature of business:			
Full Name including title:		Date of Birth:	
Occupation including nature of business:			

Client telephone number:	
Client email address:	
Are you a permanent resident In the UK?	Yes/No If no, please provide details:

Correspondence address (including post code):	

Section 2 - property details

Full Address (including post code) of property to be Insured:	

Has the property any history of subsidence, heave landslip or flooding? If Yes, please provide details:	Yes/No	If Yes, please provide details:
Are any trees or shrubs (in excess of 3m tall) within 7 metres of your building?	Yes/No	Type of tree(s) and distance from main home:
Has the property ever suffered from tree damage such as falling trees or branches?	Yes/No	If yes, please specify date, what was damage and value
Has a survey been carried out on the property?	Yes/No	If Yes, please confirm type of survey: Date survey completed:
Is the property in a good state of repair?	Yes/No	If No, please provide details:
Have the buildings been extended in the last 40 years?	Yes/No	Please provide details:
Are you planning any building work or renovation? If Yes, please provide details:	Yes/No	If yes please provide full details inc. costs:

Occupancy (Please select):

☐ Main Residence ☐ Professional Let ☐ Holiday Let

☐ Holiday Home ☐ Unoccupied

If the property is to be let please advise:

Whether it is let to a family, couple or single person etc:

The length and type of lease:

The tenant's occupation:

If it is used for Airbnb please confirm: Yes/No

Please advise the maximum number of guests at any one time, if holiday let:

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

Is working from home (as opposed to Hybrid working) cover required? If Yes, please provide details of business activities:	Yes/No Details:

Property Type (please select): ☐ Detached Semi Detached ☐

☐ Mid-Terrace ☐ End-Terrace Maisonette ☐

Building construction:	
Number of bedrooms:	
Roof construction:	
Any flat roof areas?	Yes/No If yes, please state% & construction type
Year of construction:	
Is the property Listed?	Yes/No
Number of storeys:	
Is there a basement or cellar?	Yes/No

Does the property have smoke detectors on each level?	Yes/No

Outbuildings – Please note that all outbuildings with a rebuild cost in excess of £5,000 must be specified

	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)			

Section 3 - Heating

Please state all forms of heating in the property:	1. 2. 3.
Do you have an oil tank?	Yes/No the tank?

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. Outbuildings may need to be covered separately on the schedule so please specify an outbuildings where the values exceed £5,000.

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:

Contents – The contents sum insured should represent the full cost of replacing (as new) the entire contents within the property, including valuables and high-risk items. 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	£ £ £ £
Outdoor items:	£
Redundant jewellery never worn or taken out of the home:	£
Fine Art & Antiques:	£
Please specify any valuable items (included in the above) which are worth in excess of £2,000:	1. 2. 3.
Total Contents	£

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

Personal Possessions – Items you may have on your person when out of the home such as jewellery, luggage whilst on holiday (excluding mobile phones and laptops). Single article limit is £2,500 unless specified

Unspecified items total (no one item worth more than £2,500):	£

Specified items (laptops, mobile phones and any item with an individual value in excess of £2,500).	Value:
Please provide full description and up to date valuation for each item:	£
2.	£
3.	£
4.	£
5.	£

Pedal Cycles – Cover for theft and accidental loss or damage occurring anywhere in the United Kingdom and up to 60 days elsewhere in the world during a temporary visit.

Cycle description:	Purchase date:	Value:
1.		£
2.		£
3.		£

Where are the cycles stored when not in use?	
What cycle security do you use?	

Section 5 - Security

Is the property fitted with 5 lever mortice deadlocks?	Yes/No If No, please provide details of alternative locks in place:
Do you have key operated window locks?	Yes/No If no, please provide details of how windows are secured:
How are French windows/patio doors secured?	£
Is there a burglar alarm installed at the property, which is approved by NSI/NACOSS?	Yes/No Alarm make & model: ☐ Bells Only ☐ Central Station
Is the alarm covered by an annual maintenance agreement?	Yes/No
Is there a safe in the property?	Yes/No Safe make & model: Safe cash rating: £

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:
		£
		£
		£

Have you held insurance continuously for the Past 5 years? If no, provide details	Yes/No Details:
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 anyone residing with you ever been refused insurance or had any special terms imposed?	Yes/No
Have you or anyone residing with you suffered any loss or damage but did not make a claim?	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.

Current Insurer:	Renewal Date:
Renewal Premium: £	Target Premium: £

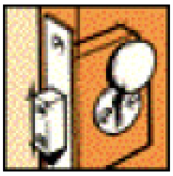
DECLARATION:
I/We confirm that this form has been completed to the best of our knowledge

Signed: Date:

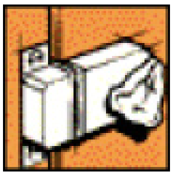
Minimum Security

Here is a full definition of the type of 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

Independent Insurance Brokers County Insurance Services Limited
Address and Registered Office: County House, Glyme Court, Langford Lane,
Kidlington, Oxon OX5 1LQ Tel: 01865 842084
Email: mail@county-insurance.co.uk www.county-insurance.co.uk

Directors: Tim Sydenham B.Sc (Hons) ACII, Lucie Sydenham. Authorised and regulated by the Financial Conduct Authority (FCA) (FRN: 597267). Company registered in England No. 08411634