

HOLIDAY/SECOND HOME POLICY WORDING

January 2021



Just Landlords, 30-34 Hounds Gate, Nottingham, NG1 7AB Freephone 0808 168 9220

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DATA PROTECTION POLICY

Your Insurer's Privacy Notice

Tokio Marine HCC respects **your** right to privacy. In **our** Privacy Policy (available at https://www.tmhcc.com/en/legal/privacy-policy) **we** explain who **we** are, how **we** collect, share and use personal information about **you**, and how **you** can exercise **your** privacy rights. If **you** have any questions or concerns about our use of **your** personal information, then please contact DPO@tmhcc.com.

We may collect **your** personal information such as name, email address, postal address, telephone number, gender and date of birth. **We** may also collect **your** sensitive personal information such as data relating to **your** physical or mental health or condition. **We** need the personal or sensitive personal information to enter into and perform a contract with **you**. **We** retain personal information and sensitive personal information **we** collect from **you** where **we** have an ongoing legitimate business need to do so.

We may disclose **your** personal or sensitive personal information to:

- our group companies;
- **third party services providers and partners** who provide data processing services to **us** or who otherwise process personal information for purposes that are described in **our** Privacy Policy or notified to **you** when we collect **your** personal information;
- any competent law enforcement body, regulatory, government agency, court or other third party
 where we believe disclosure is necessary (i) as a matter of applicable law or regulation, (ii) to exercise,
 establish or defend our legal rights, or (iii) to protect your interests or those of any other person;
- a potential buyer (and its agents and advisers) in connection with any proposed purchase, merger
 or acquisition of any part of our business, provided that we inform the buyer it must use your personal
 information only for the purposes disclosed in our Privacy Policy; or
- any other person with your consent to the disclosure.

Your personal and sensitive personal information may be transferred to, and processed in, countries other than the country in which **you** are resident. These countries may have data protection laws that are different to the laws of **your** country. **We** transfer data within the Tokio Marine group of companies by virtue of our Intra Group Data Transfer Agreement, which includes the EU Standard Contractual Clauses.

We use appropriate technical and organisational measures to protect the personal information that **we** collect and process about **you**. The measures **we** use are designed to provide a level of security appropriate to the risk of processing **your** personal information.

You are entitled to know what data is held on you and to make what is referred to as a **Data Subject Access**Request ('DSAR'). You are also entitled to request that your data be corrected in order that we hold accurate records. In certain circumstances, you have other data protection rights such as that of requesting deletion, objecting to processing, restricting processing and in some cases requesting portability. Further information on your rights is included in our Privacy Policy.

You can opt-out of marketing communications we send you at any time. You can exercise this right by clicking on the "unsubscribe" or "opt-out" link in the marketing e-mails we send you. Similarly, if we have collected and processed your personal or sensitive personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent. You have the right to complain to a data protection authority about our collection and use of your personal information.

Just Landlords Short Form Privacy Notice

We (Just Landlords a trading name of Arthur J. Gallagher Insurance Brokers Limited) are the data controller of any personal data **you** provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how **your** personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at https://www.ajg.com/uk/privacy-policy/. From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle **your** data. Please ensure **you** review our Privacy Notice periodically to ensure **you** are aware of any changes.

If **you** are providing us with personal data of another individual that would be covered under the insurance policy we may be placing or services we may provide to **you**, you shall ensure that **you** have obtained all appropriate consents, where required, tell them **you** are providing their information to us and show them a copy of this notice. **You** must not share personal data with us that is not necessary for us to offer, provide or administer our services to **you**.

YOUR HOLIDAY/SECOND HOME INSURANCE

This insurance provides cover for the sections specified in the **schedule of cover** during the **period of insurance** for which **you** have paid, and **we** have accepted, **your** premium.

Please read all the documents carefully to make sure they meet **your** requirements.

This insurance is a contract between **you** and the **insurer**, as named in the **schedule of cover** and the definitions on page 8. It has been issued in accordance with the authorisation granted to **Just Landlords** by the **insurer** under the contract reference number shown in the **schedule of cover** and **we** have relied on the information **you** have given **us**.

The information provided in the statement of fact, whether provided orally, electronically or in writing and the declaration that **you** have made, have been relied upon by **us** in entering into the insurance. (*see important note below)

This policy wording, along with the **schedule of cover** and any endorsement(s) should be read together as one document and form the contract of insurance.

Certain conditions, exclusions and clauses apply to all sections of this insurance and are shown on pages 10, 11 and 12. It is important that **you** read them carefully, as they apply at all times.

* Important Notice - Information you have given us

In deciding to accept this insurance and in setting the terms and premium, we have relied on the information given to us, either orally, electronically or in writing, by you or anyone acting on your behalf. You must take care when answering any questions we ask by ensuring that all information provided is accurate and complete. A copy of the information provided to us is contained within the statement of fact attached to the schedule of cover. If you agree that the information is correct then please sign and date the statement of fact and retain for your records. Should the information be incorrect or missing then please contact Just Landlords or your insurance broker as soon as practicable so the correct information can be provided and updated. Please note that any corrected information may result in a change to the premium charged and/or the terms set by us or it may result in us being unable to continue this insurance and having to cancel this policy. If we establish that you deliberately or recklessly provided us with false or misleading information we will treat this policy as if it never existed and decline all claims.

If **we** establish that **you** carelessly provided **us** with false or misleading information it could adversely affect **your** policy and any claim. For example, **we** may:

- treat this policy as if it had never existed and refuse to pay all claims and return the premium paid. We will only
 do this if we provided you with insurance cover which we would not otherwise have offered;
- amend the terms of this insurance. We may apply these amended terms as if they were already in place;
- charge **you** more for the remainder of **your period of insurance** and reduce the amount **we** pay on a claim in the proportion the premium **you** have paid bears to the premium **we** would have charged **you**; or
- cancel **your** policy in accordance with the cancellation condition as set out in this policy.

Just Landlords will write to you if we:

- intend to treat this insurance as if it never existed; or
- · need to amend the terms of this insurance;
- · require you to pay more for this insurance; or
- intend to cancel **your** policy.

ADMINISTRATION CHARGES

Just Landlords charge an administration fee for arranging and amending policies. Information of these charges can be found within **our** Initial Disclosure Document at www.justlandlords.co.uk. However no charge will ever be made if **you** wish to make a claim. Any administration fees are included in the premium charged.

SANCTIONS

We will not provide any benefit under this insurance to the extent of providing cover, payment of any claim or the provision of any benefit where doing so would breach any sanction, prohibition or restriction imposed by law or regulation.

CANCELLING THIS INSURANCE

You can cancel this insurance at any time by notifying **Just Landlords**. This insurance has a cooling off period of 14 days from either:

- The date **you** receive **your** insurance documentation, or
- The start of the period of insurance

whichever is the later, providing **you** have not made any claims, **we** will refund the premium in full. **You** can cancel this insurance at any time outside the cooling off period by giving **us** 14 days' notice. As long as no claims have been made or reported during the **period of insurance we** will return a proportion of **your** premium paid on a pro rata basis, less an administration charge of £20. No return of premium will be given if under £20 or if any claims have been reported or paid in whole or part during the **period of insurance**.

If, however, **you** elected to take a 3 or 6 month only policy no return of premium will be given. **We** can cancel this insurance by giving **you** 14 days' notice in writing to **your** last known postal address. If **we** do this **we** will return a proportion of **your** premium paid on a pro rata basis. **We** will only do this for a valid reason (examples of valid reasons are but not limited to):

- non payment of premium, including any direct debit or premium finance instalment;
- a change in risk occurring which means that we can no longer provide you with insurance cover;
- · non-cooperation or failure to supply any information or documentation we request;
- threatening or abusive behaviour or the use of threatening or abusive language.

INSURER

This insurance policy is underwritten by a consortium of the following insurers, led by:

HCC International Insurance Company plc (HCCII) trading as Tokio Marine HCC. HCCII is registered in England and Wales (Company Reg No: 01575839) with registered office at 1 Aldgate, London EC3N 1RE. HCCII is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Firm Reference Number 202655).

Covéa Insurance plc. Covéa Insurance plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered in England and Wales Number 613259. Registered office: Norman Place, Reading, RG1 8DA.

You can check these details with the Financial Conduct Authority either on their website at www.fca.org.uk or by calling them on 0800 111 6768.

FINANCIAL SERVICES COMPENSATION SCHEME (FSCS)

The **insurer** and **Just Landlords** are covered by the Financial Services Compensation Scheme. **You** may be entitled to compensation from the Scheme if the **insurer** or **Just Landlords** is unable to meet its obligations to **you** under this contract. If **you** were entitled to compensation under the Scheme, the level and extent of the compensation would depend on the nature of the contract. Further information about the Scheme is available from the Financial Services Compensation Scheme PO Box 300, Mitcheldean, GL17 1DY, by telephoning 0800 678 1100 or 020 7741 4100 and on their website www.fscs.org.uk.

THE LAW APPLICABLE TO THIS INSURANCE

Under the laws of the United Kingdom (England, Scotland, Wales and Northern Ireland) both **you** and **we** may choose the law which applies to this contract, to the extent permitted by those laws. Unless **you** and **we** agree otherwise, **we** have agreed with **you** that the law which applies to this contract is the law which applies to the part of the United Kingdom in which the **property** is situated, or, if the **property** is in the Channel Islands or the Isle of Man, the law of whichever of those two places applies.

We and **you** have agreed that any legal proceedings between **you** and **us** in connection with this contract will only take place in the courts of the part of the United Kingdom in which the **property** is situated, or, if the **property** is in either the Channel Islands or the Isle of Man, the courts of whichever of those two places applies.

OUR SERVICE COMMITMENT TO YOU

Our aim is to ensure that all aspects of **your** insurance are dealt with promptly, efficiently and fairly. At all times **we** are committed to providing you with the highest standard of service.

If **you** have any questions or concerns about **your** policy, the handling of a claim or wish to make a complaint **you** should, in the first instance, contact **Just Landlords**.

Just Landlords

30-34 Hounds Gate, Nottingham NG1 7AB

Tel: 0115 950 5052 Fax: 0115 950 5053

Email: enquiries@justlandlords.co.uk; **or** claims@justlandlords.co.uk; **or** complaints@justlandlords.co.uk

If **you** remain dissatisfied after **your** complaint has been considered or, in any event, after a period of eight weeks from making **your** complaint, **you** may be able to refer **your** complaint to the Financial Ombudsman Service (FOS). The contact details for the FOS are:

The Financial Ombudsman Service, Exchange Tower, London E14 9SR.

Telephone:

- 0800 023 4567 (calls to this number are free from "fixed lines" in the UK),
- or 0300 123 9123 (calls to this number are charged at the same rate as 01 and 02 numbers on mobile phone tariffs in the UK), or
- +44 (0)20 7964 0500 (if you are calling from outside the UK).

Email: complaint.info@financial-ombudsman.org.uk.

If **you** have purchased **your** policy online **you** can also make a complaint via the EU's online dispute resolution (ODR) platform. The website for the ODR is: http://ec.europa.eu/odr.

This complaints procedure does not affect your right to take legal action.

DEFINITIONS

Certain words will carry the same meaning wherever they appear in this policy, unless defined differently in the appropriate section. They are highlighted as follows:-

Accidental damage

physical damage caused suddenly and accidentally, and not through wear and tear, breakdown or malfunction.

Bodily injury Buildings

physical injury including accidental death, disease or illness.

- the main structure of the **property** and its permanently fitted fixtures and fittings
- its domestic outbuildings and private garage(s)
- tennis courts, terraces, patios, paths, drives, walls, gates, fences, hedges, lampposts and railings
- permanently installed swimming pools, hot tubs and jacuzzi's
- permanently fitted central heating/fuel tanks, septic tanks and cesspits
- permanently fitted solar panels
- permanently fitted flooring, but not carpets

All within the **premises** named in the **schedule of cover** which **you** own or for which **you** are legally liable.

Contents

- household goods within the premises, which you own or are legally liable for
- radio and television aerials, satellite dishes, satellite television receiving equipment, their fitting and masts which are attached to the **property**
- items in outbuildings, garages or sheds, which are situated within the boundaries of the **premises**, up to £500 in total
- metered water or domestic oil in a fixed oil tank up to £1,000 which you have paid for and are legally liable for
- carpets but not permanently fitted flooring

Contents are not:

- motor vehicles, caravans, aircraft, trailers or watercraft or their accessories
- any living creature
- any part of the **buildings**, decorations or permanent fixtures and fittings at the **property**
- any item(s) insured under any other insurance
- gold, silver, gold and silver plated articles, jade, jewellery, furs, objet d'art or fine art, unless agreed by **us** and shown in the **schedule of cover**.

the amount **you** will have to pay towards each separate claim.

Excess Heave

upward and/or lateral movement of the site on which **your property** stands caused by swelling of the ground.

Holiday home let

where the **premises** is let to any third party, other than family and friends.

Insurer

this insurance is underwritten and led by HCC International Insurance Company plc (HCCII) trading as Tokio Marine HCC along with Covéa Insurance plc via, both companies are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Just Landlords the company who have been authorised by the **insurer** under a delegated authority,

to transact insurance business on their behalf. **Just Landlords** is a trading name of Arthur J. Gallagher Insurance Brokers Limited, which is authorised and regulated by

the Financial Conduct Authority. Company Number: SC108909.

Landslip downward movement of sloping ground.

Money cash, currency, bank notes, negotiable documents or coins or stamps not forming

part of a coin or stamp collection.

Period of insurance the length of time for which this insurance is in force, as shown in the **schedule of**

cover.

Premises the risk address as named in the **schedule of cover**.

Property the private residential **premises** built of brick, stone or concrete and roofed with

slates, tiles, metal, asbestos or concrete, as shown in the **schedule of cover**.

Schedule of cover the printed document containing details of **you**, the **premises**, the sums insured, the

period of insurance, the **excess**, the **insurer** and any special terms which may apply.

Settlement downward movement of the site on which **your property** stands as a result of soil

being compressed by the weight of the **property** within ten years of construction.

Solar panels photovoltaic modules, panels or systems professionally installed at the **property** for

the purpose of generating an electrical supply.

Subsidence downward movement of the site on which **your property** stands by a cause other

than weight of the **property** itself.

Tenant(s) any person(s) paying rent to **you** or who is/are allowed to occupy the **premises** as a

guest(s).

Unoccupied not having been lived in overnight.

We/us/our the insurer.

You/your the person(s) named in the **schedule of cover**.

GENERAL CONDITIONS, EXCLUSIONS AND CLAUSES WHICH APPLY TO THE WHOLE OF THIS INSURANCE POLICY

General Conditions

- i) you must ensure that all protections provided for the security of the premises, including all intruder and fire alarm systems and locks, are maintained in good working order throughout the period of insurance and are in full and effective operation and use when the tenant(s) have permanently vacated the premises,
 - ii) where there is a statutory or regulatory requirement for the **premises** to be protected by a fire alarm system or any other fire protection then **you** must ensure that these protections are maintained in accordance with the manufacturer's specifications and be in full and effective operation and use at all times,

if you fail to comply with any part of this condition your claim will be void and not paid.

- B) **you** must ensure that the **premises** are adequately protected and secure at all times, when the **property** is **unoccupied** or the **tenant(s)** have vacated the **premises**. If **you** fail to comply with this condition claims as a result of the **premises** being insecure will not be covered,
- C) it is a condition precedent to **our** liability that **you** comply with all regulations and statutory conditions regarding the letting of the **premises**. If **you** fail to comply with this condition precedent then this policy will be void,
- D) **you** must comply with all the terms and conditions of this policy, **you** must also take all reasonable steps to prevent loss, damage or accidents and keep the **premises** in a good state of repair, if **you** fail to comply with any part of this condition **your** claim will be void and not paid,
- E) **you** must notify **us**, by way of a claim form, of all incidents that may give rise to a claim, please refer to the **Just Landlords** website www.justlandlords.co.uk or the "How to make a claim under this insurance" section of this policy for more information regarding claims and **your** duties,
- F) if any premium has not been paid by the payment due date at the time of any claim or incident giving rise to a claim **your** claim will be void and not paid,
- G) **you** must notify **us** before any alterations, extensions or renovations take place at the **premises**. **You** do not need to notify **us** about internal alterations at the **premises**.

EXCLUSIONS

We will not cover:

- A) 1) loss or destruction of or any damage to any **premises** or insured items whatsoever, or any loss or expenses whatsoever resulting or arising therefrom;
 - 2) any legal liability of whatsoever nature directly or indirectly caused by or contributed to, by or arising from:
 - i) ionising radiations or contamination by radioactivity from any nuclear waste from the combustion of nuclear fuel,
 - ii) the radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof,
- B) any loss or damage or liability directly or indirectly caused by, happening through or in consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power, or confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government or public or local authority,
- C) loss or damage resulting from mildew, fungus, climatic or atmospheric conditions, frost, wet or dry rot, vermin, insects, chewing, scratching, tearing, fouling or loss or damage caused by pets,
- D) loss or damage caused directly or indirectly to, by or from any felt roof at the **premises** unless the felt roof has been fully replaced or renewed in the last 12 years,
- E) loss or damage to any **premises** or insured items as a result of seizure or confiscation or attempts at either of these by customs or any other authorities,
- F) any loss or damage occurring before cover commenced,
- G) any loss or damage resulting from theft or malicious acts by **you** or any other person(s) lawfully at the **premises**, other than **your tenant(s)**,
- H) the cost of replacing or repairing any undamaged item or parts of items forming part of a pair, set, suite or other article of a uniform nature colour or design, when damage occurs within a clearly identifiable area or to a specific part,
- any loss or damage that is not directly associated with the incident that caused **you** to claim, or any reduction in value except where that loss or damage is expressly included within this insurance,
- J) any loss or damage caused by or in part through misuse, poor maintenance or wear and tear at the **premises**,
- K) loss or damage caused by faulty workmanship, general maintenance or anything that happens gradually at the **premises**,

L) Cyber and Data Exclusion

We will not pay for any:

(a) Cyber

loss, damage, liability, cost or expense caused deliberately or accidentally by:

i. the use of or inability to use any application, software, or programme;

ii. any computer virus;

iii. any computer related hoax relating to i and/or ii above.

(b) Electronic Data

loss of or damage to any electronic data (for example files or images) wherever it is stored.

M) Biological and chemical contamination exclusion clause

We will not cover

- 1) Loss or destruction of or damage to any property whatsoever, or any loss or expenses whatsoever resulting or arising therefrom;
- 2) Or any legal liability of whatsoever nature,
- 3) Death or injury to any person,

directly or indirectly caused by or contributed to, by or arising from Biological or Chemical contamination due to or arising from;

- Terrorism; and/or
- Steps taken to prevent, suppress, control or reduce the consequences of any actual attempted, suspected or perceived terrorism.

For the purposes of this exclusion "terrorism" means any act(s) of any person(s) or organisation(s) involving:

- The causing, occasioning or threatening of harm of whatever nature and by whatever means;
- Putting the public or any section of the public in fear.

In circumstances in which it is reasonable to conclude that the purpose(s) of the person(s) or organisation(s) concerned are wholly or partly of a political, religious, ideological or similar nature.

N) The Contracts (Rights of Third Parties) Act 1999 Clarification Clause

A Person who is not a party to this insurance has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this insurance but this does not affect any right or remedy of a third party which exists or is available apart from the Act.

O) Infectious or Contagious Disease Exclusion

This insurance does not cover any loss, damage, liability, cost or expense, in any way caused by or resulting from:

- a) infectious or contagious disease;
- b) any fear or threat of a) above; or
- c) any action taken to minimise or prevent the impact of a) above.

Infectious or contagious disease means any disease capable of being transmitted from an infected person, animal or species to another person, animal or species by any means.

HOW TO MAKE A CLAIM UNDER THIS INSURANCE

Naturally **we** hope **you** won't have any accidents or misfortune, but if **you** do and wish to make a claim under this insurance please contact the **Just Landlords** claims department as soon as possible. **You** will be required to complete a claim form, this can be done on **our** website by submitting an electronic claim form or by downloading a claim form to email or post back to **us**, **we** can also post one out to **you** if required. Alternatively **your** broker will be able to assist **you** in making a claim.

Just Landlords Claims Department 30-34 Hounds Gate Nottingham NG1 7AB

Tel: Freephone 0808 168 9220 (including out of hours)

Fax: Freephone 0808 168 9221 Email: claims@ justlandlords.co.uk Website: www.justlandlords.co.uk

At the time of making a claim, we will require you to provide:-

- The policy number stated on your schedule of cover;
- · Details of the claim.

We may require you to provide:-

- Documentation to support your claim such as purchase receipts, invoices, photographs or surveys,
- Two separate independent estimates or quotations for the replacement or repair of damaged property.

We reserve the right to request additional information to give due consideration to **your** claim.

We may need to arrange an inspection of **your premises** by a loss adjuster who will make sure that **your** claim is settled fairly and satisfactorily, this will be at **our** expense. **We** or **our** representatives will be entitled to enter the **premises** or any building where any loss or damage has occurred and deal with the claim,

Your Duties

In the event of a claim or possible claim under this insurance

- 1) **you** must provide the Claims Department with any other information they require within 30 days of their request. **We** will only ask **you** for information in relation to **your** claim or **your** insurance policy.
- 2) **you** must forward to the Claims Department as soon as possible, but no later than 14 days, any letter, claim, writ, summons or other legal document **you** receive if a claim for liability is made against **you**, **you** must forward all information unanswered.
- 3) **you** must inform the Police as soon as possible following malicious acts, violent disorder, riots or civil commotion, theft, attempted theft or lost property.
- 4) **you** must not admit liability or offer or agree to settle any claim without the written permission of the Claims Department.
- 5) **you** must provide the Claims Department with, at **your** own expense, reasonable evidence of value or age (or both) for all items involved in a claim.
- 6) **you** must take all reasonable care to limit any loss, damage or injury.
- 7) **you** must not dispose of or repair any damaged property before **we** have had the opportunity to inspect them or **you** have been advised by the Claims Department to dispose of them.
- 8) **you** must not abandon any property to **us** without **our** written permission.

If you fail to comply with any of the above duties this may invalidate a claim, or any payment could be reduced.

How we deal with your claim

1. Defence of claims

We may:

- take full responsibility for conducting, defending or settling any claim in **your** name.
- take any action we consider necessary to enforce your rights or our rights under this insurance.

2. Other insurance

We will not pay any claim if any loss, damage or liability covered under this insurance is also covered wholly or in part under any other insurance except in respect of any excess beyond the amount which would have been covered under such other insurance had this insurance not been effected

3. Fraudulent claims

you must not act in a fraudulent manner.

If you or anyone acting with you or on your behalf:-

- makes a claim under the insurance knowing the claim to be false or fraudulently exaggerated in any respect, or
- makes a statement in support of a claim knowing the statement to be false in any respect or submit a
 document in support of a claim knowing the document to be forged or false in any respect, or
- makes a claim in respect of any loss or damage caused by **your** wilful act or connivance then:-
- we shall not pay the claim
- we shall not pay any other claim which has been or will be made under the insurance
- we may at our option declare the insurance void
- **we** shall be entitled to recover from **you** the amount of any claim already paid under the insurance since the last renewal date
- we shall not return any premium
- **we** may inform the Police of the circumstances

BUILDINGS SECTION

The following cover applies only if the **schedule of cover** shows that it is included.

We cover loss or damage directly caused by insured events 1 – 11 to the **buildings** at the **premises**.

INSURED EVENTS Buildings

WHAT IS COVERED

-	We will not pay:
Fire, lightning, earthquake or explosion	
Storm, flood or weight of snow	 a) for loss or damage caused by subsidence, landslip or heave other than as covered under Insured Event 11 of this section b) for loss or damage to domestic fixed fuel oil tanks in the open, swimming pools, hot tubs, jacuzzi's, tennis courts, drives, patios, paths, terraces, gates, hedges, fences or railings
Escape of water from any fixed appliance, pipe or tank	
Escape of oil from any fixed appliance, pipe or tank	
Theft or attempted theft	for loss or damage unless caused by forcible and/or violent entry to or exit from the premises
Riot	
Malicious damage or terrorism	
Malicious damage caused by your tenant(s)	
Collision with the property by aircraft, animals or vehicles	
Falling trees or branches, lampposts or telegraph poles	for loss or damage caused by trees being cut down or cut back at the premises
Breakage or collapse of satellite television receiving equipment or television and radio aerials	
	Escape of water from any fixed appliance, pipe or tank Escape of oil from any fixed appliance, pipe or tank Theft or attempted theft Riot Malicious damage or terrorism Malicious damage caused by your tenant(s) Collision with the property by aircraft, animals or vehicles Falling trees or branches, lampposts or telegraph poles Breakage or collapse of satellite television receiving equipment or television and radio

WHAT IS COVERED

This insurance covers the buildings for loss or damadirectly caused by:	age We will not pay:
11. Subsidence, landslip or heave of the site on which the buildings stand	drives, walls, gates, fences, hedges, lampposts, railings, swimming pools, hot tubs, jacuzzi's, tennis courts, permanently fitted central heating/fuel tanks, septic tanks or cesspits unless the main structure of the premises is also affected at the same time and by the same event
	b) for loss or damage caused by coastal or river erosion
	c) for loss or damage whilst the buildings are undergoing any structural repairs, alterations or extensions
	d) for loss or damage caused by the normal bedding down, settlement or expansion or contraction of new structures, the settlement of newly made up ground or compaction of infill, demolition, defective design, faulty materials or faulty workmanship
	e) for loss or damage which compensation has been provided for or would have been but for the existence of this insurance under any contract or a guarantee or by law
	f) for loss or damage to solid floors unless the walls of the property are damaged at the same time and by the same event
	g) the first £1,000 of each claim, unless shown differently in the schedule of cover

ADDITIONAL COVERS

WHAT IS COVERED

This	section of the insurance also covers:	We will not pay:
12.	Theft or attempted theft by your tenant(s) for this cover to be effective the premises must be inspected by either you or your appointed representative at least once every six months and records of such inspections kept	any amount over £5,000 per incident
13.	Nest removal the costs you are responsible to pay for professional contractors to trace and remove bird, animal and insect nests at the premises	any amount over £1,000 per incident b) for the removal of nests that existed before cover commenced
14.	 Underground services the cost of repairing accidental damage caused by external and visible means from a single identifiable event to: domestic oil pipes underground water-supply pipes underground sewers, drains and septic tanks blocked sewers including the cost of breaking into them and making necessary repairs underground gas pipes underground cables underground cables serving the premises and which you are legally liable for remove exclusion on right 	
15.	Loss of rent or alternative accommodation if the premises become uninhabitable following loss or damage which is covered by an Insured Event (1-11 inclusive only) for: i) the amount of rent due to be paid to you which is lost, if the premises are a holiday home let, or ii) the reasonable cost of similar accommodation for you, if the premises are your holiday home, for a planned stay or holiday, and iii) the amount of ground rent payable by you but only in respect of the period necessary to repair the premises	any amount over 100% of the sum insured for buildings in total

WHAT IS COVERED

*****	AT 15 COVERED	WHAT IS NOT COVERED
1	insurance covers the contents for loss or damage ctly caused by:	We will not pay:
16.	Trace and Access if the buildings are damaged by water or oil escaping from any fixed tanks, apparatus, pipes or any fixed heating installation at the property, we will pay for the cost of removing and replacing any other parts of the buildings necessary to find and repair the source of the leak and making good	any amount over 10% of the sum insured for buildings in total
17.	 Additional expenses any necessary expenses you may incur following loss or damage which is covered by an Insured Event for architects', surveyors', consulting/structural engineers and legal fees the cost or removing debris, demolition, shoring or propping up and making the premises safe the costs you have to pay in order to comply with any Government or local authority requirements 	 a) any expenses or fees for preparing a claim or an estimate of loss or damage b) any costs if Government or local authority requirements have been served on you before the loss or damage
18.	Replacement locks the necessary costs you may incur in replacing the locks to external doors at the premises (including final exit doors for individual flats or apartments) following i) theft of keys from your place of business or your own private home or the private home of your employee, or ii) theft of keys from the insured premises, or iii) theft of keys following mugging against, you, your employee or your tenant(s) iv) loss of keys by you, your employee or your tenant(s)	any amount over £5,000 in total
19.	Landscaped gardens the necessary costs you may incur for repairing or replacing the gardens at the premises back to their original condition following loss or damage which is covered by an Insured Event or damage caused by the Emergency Services attending the premises	any amount over £25,000 in total
20.	Fire extinguisher expenses the necessary costs you may incur in replacing or refilling fire extinguishers, replacing sprinkler heads and refilling sprinkler tanks at the premises following loss or damage which is covered by an Insured Event	any amount over £5,000 in total

WHAT IS COVERED

1	insurance covers the contents for loss or damage ctly caused by:	We will not pay:
21.	Unauthorised use of service the costs you may incur following the unauthorised use of electricity, gas or water at the premises by persons occupying the premises without your authority or consent provided that you take all reasonable steps necessary to terminate such services immediately you become aware of such occupation	any amount over £5,000 in total
22.	Emergency access expenses the necessary costs you may incur for repairing the property following damage caused to the premises by any of the Emergency Services in gaining entry to the premises	any amount over £5,000 in total
23.	Closed circuit television systems the necessary costs you may incur in repairing or replacing closed circuit television systems at the premises following accidental damage or loss or damage covered under this section of the policy	any amount over £5,000 in total
24.	Fly tipping the necessary costs you have to pay for removing illegally dumped items from the premises and disposing of them at a fully licenced amenity site plus the costs of repairing any damage caused by fly tippers at the premises	 a) any amount over £1,000 per incident b) for removing any items that were present before cover commenced
25.	Buyers benefit anyone buying the premises will have the benefit of the buildings section of this insurance until the sale is completed or the insurance ends, whichever is sooner	if the buildings are insured under any other insurance
26.	Index linking your buildings sum insured against inflation so your buildings sum insured will be indexed each month by us in line with The House Rebuilding Cost index issued by the Royal Institution of Chartered Surveyors we will not charge you any premium for this monthly increase, but at each renewal we will calculate the premium using the new sum insured for your added protection should the index fall we will not reduce the sum insured	

ACCIDENTAL DAMAGE COVER TO THE BUILDINGS

The following cover applies only if the **schedule of cover** shows that **accidental damage** to the **buildings** is included.

WHAT IS COVERED

This extension covers:	We will not pay:
Accidental damage to the buildings	a) for damage that we specifically exclude elsewhere under the buildings section
	b) for damage caused by the buildings moving, settling, shrinking, collapsing or cracking
	c) for damage while the premises are being altered, refurbished or extended
	d) for damage to outbuildings or garages that are not built of brick, stone or concrete or roofed with slates, tiles, metal, asbestos, asphalt or concrete
	e) for damage arising from faulty design, specification, workmanship or materials
	f) for damage caused by mechanical or electrical faults or breakdown
	g) for damage caused by dryness, dampness, extremes of temperature or exposure to light
	h) for damage to swimming pools, tennis courts, drives, patios and terraces, walls, gates and fences and fuel tanks
	i) for damage caused by or contributed to, by or arising from any kind of pollution and/or contamination

SETTLING CLAIMS

How we deal with your claim

- 1. If **your** claim for loss or damage is covered under the **buildings** section **we** can choose to settle **your** claim by:
 - Repairing
 - Replacing
 - Reinstating
 - Payment

But not so that it is better or more extensive than immediately prior to the incident giving rise to the claim.

- 2. If **we** have agreed with **you** that the **buildings** will not be repaired, replaced or reinstated following loss or damage **we** will agree a cash settlement with **you** and may deduct an amount for wear and tear.
- 3. When **we** pay **your** claim **we** will deduct the amount of **excess** as stated in the **schedule of cover** or this policy.

Your sum insured

- 4. **We** will not reduce the sum insured under the **buildings** section after **we** have paid a claim as long as **you** agree to carry out **our** recommendations to prevent further loss or damage.
- 5. If **you** are under insured, which means the cost of rebuilding the **buildings** at the time of loss or damage is more than **your** sum insured for the **buildings**, then **we** will only pay a proportion of the claim.
 - For example if **your** sum insured only covers one half of the cost of rebuilding the **buildings**, then **we** will only pay one half of the whole cost of **your** claim.
 - This settlement basis applies to the whole of the **buildings** section.

CONTENTS SECTION

The following cover applies only if the **schedule of cover** shows that it is included.

We cover loss or damage directly caused by insured events 1 – 11 to the **contents** at the **premises**.

INSURED EVENTS

WHAT IS COVERED

	s insurance covers the contents for loss or damage ectly caused by:	We will not pay:
1.	Fire, lightning, earthquake or explosion	
2.	Storm, flood or weight of snow	for loss or damage to contents in the open
3.	Escape of water from any fixed appliance, pipe or tank	
4.	Escape of oil from any fixed appliance, pipe or tank	
5.	Theft or attempted theft	for loss or damage unless caused by forcible and/or violent entry to or exit from the premises
6.	Riot	
7a.	Malicious damage or terrorism	
7b.	Malicious damage caused by your tenant(s)	
8.	Collision with the property by aircraft, animals or vehicles	
9.	Falling trees or branches, lampposts or telegraph poles	for loss or damage caused by trees being cut down or cut back at the premises
10.	Breakage or collapse of satellite television receiving equipment or television and radio aerials	
11.	Subsidence, landslip or heave of the site on which the buildings stand	 a) for loss or damage caused by coastal or river erosion b) for loss or damage whilst the premises are undergoing any structural repairs, alterations or extensions c) for loss or damage arising from defective design, faulty materials or faulty workmanship d) for loss or damage which compensation has been provided for or would have been but for the existence of this insurance under any contract or a guarantee or by law e) for loss or damage following damage to solid floors unless the walls of the property are damaged at the same time and by the same

CONTENTS SECTION (continued)

ADDITIONAL COVERS

WHAT IS COVERED

This	section of the insurance also covers:	We will not pay:
12.	Theft or attempted theft by your tenant(s) for this cover to be effective the premises must be inspected by you or your appointed representative at least once every six months and records of such inspections kept	any amount over £5,000 per incident
13.	Loss of rent if the premises become uninhabitable following loss or damage which is covered by an Insured Event for the amount of rent due to be paid to you which is lost, but only in respect of the period necessary to repair the premises	any amount over 20% of the sum insured for contents in total
14.	Index linking your contents sum insured against inflation so your contents sum insured will be index linked each month by us in line with The Retail Price Index. We will not charge you any premium for this monthly increase, but at each renewal we will calculate the premium using the new sum insured. For your added protection should the index fall we will not reduce the sum insured	

CONTENTS SECTION (continued)

ACCIDENTAL DAMAGE COVER TO THE CONTENTS

The following cover applies only if the **schedule of cover** shows that **accidental damage** to the **contents** is included.

WHAT IS COVERED

This extension covers:	We will not pay:
Accidental damage to the contents	 a) for damage that we specifically exclude elsewhere under the contents section b) for damage to contents within garages and outbuildings c) for damage while the premises are being altered, refurbished or extended d) for damage or deterioration to any item caused by dyeing, cleaning, repair, renovation or whilst being worked upon e) for damage arising from faulty design, specification, workmanship or materials f) for damage caused by mechanical or electrical faults or breakdown g) for damage caused by dryness, dampness, extremes of temperature or exposure to light h) for damage caused by or contributed to, by or arising from any kind of pollution and/or contamination

SETTLING CLAIMS

How we deal with your claim

- 1. If **your** claim for loss or damage is covered under the **contents** section **we** can choose to settle **your** claim by:
 - Repairing
 - Replacing
 - Reinstating
 - Payment

For total loss or destruction of any item **we** will pay the cost of replacing the item as new as long as the new item is as close as possible to but not an improvement on the original item when it was new.

- 2. When **we** pay **your** claim **we** will deduct the amount of **excess** as stated in the **schedule of cover** or this policy.
- 3. Where **we** agree to make a cash settlement **we** will only pay **you** what it would cost **us** to repair or replace using **our** preferred suppliers or contractors.

Your sum insured

- 4. **We** will not reduce the sum insured under the **contents** section after **we** have paid a claim as long as **you** agree to carry out **our** recommendations to prevent further loss or damage.
- 5. If you are under insured, which means the cost of replacing the contents, as new, at the time of loss or damage is more than your sum insured for the contents, then we will only pay a proportion of the claim.
 For example if your sum insured only covers one half of the cost of replacing the contents, as new, then we will only pay one half of the whole cost of your claim.

PROPERTY OWNERS LIABILITY AND LEGAL LIABILITY AS OCCUPIER OR LANDLORD

This section of the policy works in the following way:

- If the **buildings** only or the **buildings** and **contents** are insured, **your** legal liability is covered under Property Owners Liability and Legal Liability as Occupier or Landlord below.
- If the **contents** only are insured, **your** legal liability is covered under Legal Liability as Occupier or Landlord below, or
- If the **contents** only are insured and **you** paid an additional premium to include Property Owners Liability and this is shown in the **schedule of cover**, **your** legal liability is covered under Property Owners Liability and Legal Liability as Occupier or Landlord below.

The most **we** will pay for any one accident or series of accidents arising out of any one event is £5,000,000 plus the costs and expenses, which **we** have agreed to pay, unless shown differently in the **schedule of cover**.

WHAT IS COVERED

WHAT IS NOT COVERED

We will cover you:	We will not cover you for any liability:
we will cover you.	we will not cover you for any hability.
Property Owners Liability	a) for bodily injury to:
for your legal liability as property owner	• you
for any amounts you become legally liable	 any member of your family
to pay as damages for:	any person who at the time of sustaining
bodily injury	such bodily injury is engaged in your service or employed by you
damage to property	b) for bodily injury arising directly or indirectly
caused by an accident happening at the premises during the period of insurance	from any communicable disease or condition c) arising out of any criminal or violent act to another person or property
Legal Liability as Occupier or Landlord	d) for damage to property owned by or in the
for your legal liability as a result of your	charge or control of
actions if you are or had been the property	· you
occupier for any amounts you become legally	any member of your family
liable to pay as damages for	any person engaged in your service or
hadile initia	employed by you
bodily injurydamage to property	e) arising directly or indirectly out of any profession, occupation, business or employment, other than
caused by an accident happening in the property	your direct liability as a landlord to your tenant(s)
at the premises during the period of insurance	f) which you have assumed under contract and which would not otherwise have attached
	g) arising out of your ownership, possession or use of
	i) any motorised or horse drawn vehicle other than domestic gardening equipment used within the premises
	ii) any power-operated lift other than stair lifts

iii) any aircraft or watercraft other than manually operated rowing boats, punts or canoes

PROPERTY OWNERS LIABILITY AND LEGAL LIABILITY AS OCCUPIER OR LANDLORD

(continued)

WHAT IS COVERED

WHAT IS NOT COVERED

We will not cover you for any liability:
iv) any animal other than cats, horses or dogs which are not designated as dangerous under the Dangerous Dogs Act 1991, the Dangerous Dogs (Northern Ireland) order 1991 or Dangerous Dogs Amendment 1997 or any amending legislation
h) arising from the Party Wall etc Act 1996 or any amending legislation
i) in respect of any kind of pollution and/or contamination other than:
 caused by a sudden, identified, unexpected and unforeseen accident which happens in its entirely at a specific moment of time at the premises during the period of insurance; and
 is reported to us not later than 30 days from the end of the period of insurance
 j) arising out of your ownership, occupation, possession or use of any land or building/ structure that is not within the boundaries of the premises
k) if you are entitled to indemnity under any other insurance until such insurance(s) is/are exhausted

IMPORTANT NOTICE

Dangerous Dogs Act 1991 - The Dangerous Dogs Act 1991 imposes certain requirements on specific types of dog. It also places requirements in relation to dogs which are, as described by the Act, dangerously out of control. For further guidance please see the Office of Public Sector Information website (www.opsi.gov.uk) or contact the Citizens Advice Bureau.

Party Wall etc. Act 1996 - The Party Wall etc. Act 1996 provides a framework for preventing or resolving disputes in relation to party walls, party structures, boundary walls and excavations near neighbouring buildings. Anyone intending to carry out work (anywhere in England and Wales) of the kinds described in the Act must give Adjoining Owners notice of their intentions. For further guidance please see the Office of Public Sector Information website (www.opsi.gov.uk) or contact the Citizens Advice Bureau.

DEFECTIVE PREMISES ACT 1972

This section of the policy works in the following way:

• If the **buildings** are insured, **your** legal liability is covered below

The most **we** will pay for any one event is £5,000,000 plus the costs and expenses, which **we** have agreed to pay, unless shown differently in the **schedule of cover**.

WHAT IS COVERED

WHAT IS NOT COVERED

We will cover you:	We will not cover you for any liability:
for any amounts you become legally liable to pay under Section 3 of the Defective Premises Act 1972 or Article 5 of the Defective Premises (Northern Ireland) Order 1975 in connection with any property, that was residential or used for residential purposes, previously owned by you	 a) if you are entitled to indemnity under any other insurance b) for the cost of repairing any fault or alleged fault c) for any property previously owned by you in which you still hold legal title or have an interest d) for any incident which happens more than 7 years after the last day of insurance in respect of any property previously insured by us and owned by you e) for anything owned by or the legal responsibility of your family f) for injury, death, disease or illness of any of your family or employees g) arising from any employment, trade, profession or business of any of your family h) accepted by any of your family under any agreement, unless the liability would exist without this agreement i) arising from the Party Wall etc Act 1996 or any amending legislation

IMPORTANT NOTICE

The Defective Premises Act 1972 imposes duties in connection with the provision of dwellings and imposes liability for injury or damage caused to persons through defects in the state of the premises. Section 3 of the Defective Premises Act 1972 (or in Northern Ireland Section 5 Defective Premises Northern Ireland Order 1975) extends the duty of care in certain circumstances after the dwellings have been disposed of. For further guidance please see the Office of Public Sector Information website (www.opsi.gov.uk) or contact the Citizens Advice Bureau.

Party Wall etc. Act 1996 - The Party Wall etc. Act 1996 provides a framework for preventing or resolving disputes in relation to party walls, party structures, boundary walls and excavations near neighbouring buildings. Anyone intending to carry out work (anywhere in England and Wales) of the kinds described in the Act must give Adjoining Owners notice of their intentions. For further guidance please see the Office of Public Sector Information website (www.opsi.gov.uk) or contact the Citizens Advice Bureau.

ACCIDENTS TO DOMESTIC STAFF

This section of the policy works in the following way:

• If the **contents** are insured, **your** legal liability is covered below

The most **we** will pay for any one accident or series of accidents arising out of any one event is £10,000,000 plus the costs and expenses, which **we** have agreed to pay, unless shown differently in the **schedule of cover**.

WHAT IS COVERED

WHAT IS NOT COVERED

We will cover you:	We will not cover you for any liability:
for any amounts you become legally liable to pay for accidental bodily injury anywhere in the world to your domestic staff employed in connection with the premises during the period of insurance	 a) for bodily injury arising directly or indirectly from any vehicle b) for bodily injury arising directly or indirectly from any communicable disease or condition c) for bodily injury arising directly or indirectly in connection with your profession, occupation, business or employment d) for bodily injury arising directly or indirectly in Canada or the United States of America after the total period of stay in either or both countries has exceeded 30 days in the period of insurance e) for bodily injury arising directly or indirectly from any animal other than cats, horses or dogs which are not designated as dangerous under the Dangerous Dogs Act 1991, the Dangerous Dogs (Northern Ireland) order 1991 or Dangerous Dogs Amendment 1997 or any amending legislation

IMPORTANT NOTICE

Dangerous Dogs Act 1991 - The Dangerous Dogs Act 1991 imposes certain requirements on specific types of dog. It also places requirements in relation to dogs which are, as described by the Act, dangerously out of control. For further guidance please see the Office of Public Sector Information website (www.opsi.gov.uk) or contact the Citizens Advice Bureau.



Just Landlords

30-34 Hounds Gate, Nottingham, NG1 7AB

Tel: Freephone 0808 168 9220 Fax: Freephone 0808 168 9221 www.justlandlords.co.uk