

AGENT NAME	John Shepherd Lettings
AGENT NUMBER	TBC
NAME OF LANDLORD:	
Correspondence Address - Line 1	
Correspondence Address - Line 2	
Correspondence Address - Line 3	
Correspondence Address - Postcode	
Contact Telephone	
Contact Fax	
Contact Email	
Number of tenants to be insured (IF more than 5 please refer to Let Insurance Services)	
Type of Tenants (delete or circle where applicable)	Private/working, Student, DSS non referral, Asylum seeker
Risk address - Line 1	
Risk address - line 2	
Risk address - line 3	
Risk Address - post code	
Monthly rent payable (maximum £3,000 p.c.m.)	
Start date of tenancy	
Start date of cover (if different to start date of tenancy)	
Prior to the tenancy starting have/will references be undertaken on all tenants or their Guarantors (see conditions):	Yes/No
Will a deposit be taken before the start of the tenancy and held in accordance with statutory Tenancy deposit legislation?	Yes/No

Cover required

Legal Expenses Only	Yes/No
Note: If Rent Protection is required, please contact your Agent for a quotation	
Information supplied by (Name of agent/insured):	
Position (e.g. Agent or insured)	
Information supplied to (LIS contact):	
LIS reference:	
Date:	

Note regarding conditions for obtaining satisfactory references

- A satisfactory reference must be received on all tenants or their Guarantors named on the tenancy agreement including:
- at least 2 recognisable forms of ID including a photograph attached to documents issued by a statutory body (e.g driving licence, passport)
 - a credit check from a recognised referencing agency approved by Let Insurance Services
 - A satisfactory written reference received with proof of income

Please continue to complete form overleaf and return to agent/Let Insurance Services

DISCLOSURE STATEMENT

LEGAL EXPENSES ONLY:

This insurance has been arranged on the following basis:

1. Neither you nor any joint proposer:
 - have ever been convicted, charged or received a police caution for any offence or have any prosecution pending (other than a motoring offence)
 - have had any insurance declined, cancelled, declared 'void' or had any terms or conditions imposed
 - have any County Court judgements made against you (or have any outstanding), been declared bankrupt, or been disqualified from being a company director
2. For the property to which the proposed insurance cover applies:
 - A signed tenancy agreement will be in place at the start of the tenancy
 - The tenancy will be an Assured Shorthold Tenancy, a company residential tenancy or common law tenancy where the rent exceeds £25,000 p.a. and be restricted to residential use of the property
 - A satisfactory reference has been received on all tenants or their Guarantors named on the tenancy agreement including: **A)** At least 2 recognisable forms of identification including a photograph attached to documents issued by a statutory body (e.g. driving licence, passport) and a utility bill, bank statement, birth certificate or letter from a UK Government body. **B)** A credit check from a recognised referencing agency approved by Let Insurance Services
 - The tenants will be aged 18 years or over
 - A satisfactory written reference received with proof of income
 - A minimum 1 months deposit will be taken at the start of the tenancy
 - The deposit will be held in accordance with the statutory Tenancy Deposit regulations
3. For any claims submitted the landlord or agent with responsibility for collecting the rent will:
 - Serve a written letter before action as soon as the rent is known to be 14 days in arrears
 - Maintain records of all written and verbal correspondence with the tenants
 - Submit claims direct to insurers within 45 days of the insured event

If any of these statements are not correct please notify us immediately. The cover under your policy may be invalidated and could result in a claim being partly or fully declined

I agree that this statement is correct

Signed:.....

Name:.....

Date:.....

If any of these statements are not correct please notify us immediately. The cover under your policy may be invalidated and could result in a claim being partly or fully declined

Please return to Let Insurance Services. Any queries please contact us on Tel: 0844 478 0202 Fax: 0844 478 0204 or Email: enquiries@letinsurance.co.uk