


Household insurance - Information Capture Sheet

When completing the Information Capture Sheet, or having your Insurance Advisor complete it on your behalf, you must provide all material facts. Failure to disclose such necessary information or disclose false information could invalidate any insurance cover in the event of a claim. Note to the Introducer: The Information Capture Sheet is provided for the purposes of capturing client's cover requirements prior to producing a full quotation using the Source software. Submission to underwriters of an Information Capture Sheet is not an acceptable means of application. A fully completed Application Form produced from the Quotation Documentation section of the software and submitted electronically is the only acceptable means of submitting new business to underwriters for acceptance.

First Applicant Details

Title	Forenames		
<input type="text"/>	<input type="text"/>		
Surname	DOB		
<input type="text"/>	<input type="text"/>		<input type="text"/>
Occupation	Nature of Business		
<input type="text"/>	<input type="text"/>		
Telephone Number	Mobile Number		
<input type="text"/>	<input type="text"/>		
Email address	Tick to receive policy docs electronically  <input type="checkbox"/>		
<input type="text"/>			

Second Applicant Details

Title	Forenames		
<input type="text"/>	<input type="text"/>		
Surname	DOB		
<input type="text"/>	<input type="text"/>		<input type="text"/>
Occupation	Nature of Business		
<input type="text"/>	<input type="text"/>		
Telephone Number	Mobile Number		
<input type="text"/>	<input type="text"/>		
Email address	<input type="text"/>		

The Property

Insured (risk) Address		
<input type="text"/>		
Post Code		
<input type="text"/>		
Year of Build	No. of bedrooms	Property Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Correspondence Address (if different)		
<input type="text"/>		
Post Code		
Mortgage lender details (if required)		
<input type="text"/>		

Applicant Declarations

Is the property used for trade, business or professional purposes? No Yes

If yes, what type of business use? *i.e. tuition, childminding, etc*

and what type of work? *i.e. clerical, tuition etc*

How many people are resident in the property? Adults Children

Does anyone smoke in the property? No Yes

Are you engaged in the entertainment business in any way? No Yes

Have you or anyone residing at the property been declared bankrupt or been the subject of an Individual Voluntary Agreement (IVA) or County Court Judgement (CCJ)? No Yes

Have you or anyone residing at the property had any insurance cancelled, turned down or had any special terms imposed? No Yes

Have you or anyone residing at the property ever been convicted, cautioned or charged but not yet tried with any criminal offence other than motoring offences? (only non-spent convictions need to be disclosed) No Yes

Do you own the property? No Yes

If yes, are you a first time buyer? No Yes

Have you or anyone living with you made any household (buildings and/or contents) claims or suffered any loss or damage, whether insured or not, in the last 5 years? No Yes

Category? e.g. Buildings/Contents/Both

Claim Details

What was the claim/loss date?

Was the claim on the property you are looking to insure? No Yes

Did the incident result in a claim payment? No Yes

If yes, what was the amount? £

Cover Details

Buildings cover? No Yes

Buildings sums insured?

Accidental damage? No Yes

Years no claims discount?

Voluntary Excess? (please note this is in addition to the standard excess offered by their chosen insurer)

Contents cover? No Yes

Contents sums insured?

Accidental damage? No Yes

Years no claims discount?

Voluntary Excess? (please note this is in addition to the standard excess offered by their chosen insurer)

Do you want to cover any individual high risk items valued at £1000 or more? No Yes

Do you require these to be covered within the home or anywhere? No Yes

In total, how much cover do you require for personal possessions that you take away from home (each individual item must be valued under £1,000)?

Would you like cover for any bicycles? No Yes

If Yes, Make? Model? Value?

Make	Model	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>

Covered at home or anywhere? Home Anywhere

Home Emergency Cover Do you require Home Emergency Cover? No Yes

Property Declarations

Has the risk address had continuous insurance with no gaps in cover whilst owned by you? No Yes

Is your property:

- | | |
|--|--|
| <input type="checkbox"/> a) Your main residence & occupied | <input type="checkbox"/> b) Your main residence & unoccupied |
| <input type="checkbox"/> c) Holiday home | <input type="checkbox"/> d) Weekend home |
| <input type="checkbox"/> e) Weekday home | <input type="checkbox"/> f) Other |
| <input type="checkbox"/> g) Unoccupied | |

If unoccupied, why is the property unoccupied?

- | | |
|--|---|
| <input type="checkbox"/> a) Construction, Renovation or modernisation then move in | <input type="checkbox"/> b) Owner deceased, property in probate |
| <input type="checkbox"/> c) Inherited and up for sale | <input type="checkbox"/> d) Moved to a new home and up for sale |
| <input type="checkbox"/> e) Owner working abroad | <input type="checkbox"/> f) Other |

What level of cover is required whilst the property is unoccupied?

- | |
|---|
| <input type="checkbox"/> a) Fire, Lightning, Explosion, Earthquake, Aircraft |
| <input type="checkbox"/> b) Fire, Lightning, Explosion, Earthquake, Aircraft and Subsidence |
| <input type="checkbox"/> c) Full Cover |

Will the property be lived in from the inception date of the policy? No Yes

If no, Will the property be lived in from completion of the purchase? No Yes

Do you know the date the property will be permanently lived in? No Yes Date

How many consecutive days will the property be left unoccupied within 12 months? 30/60/90/120 days?

Who lives in the property?

Do you normally occupy the property at night? No Yes

Is the property normally unoccupied during the day? No Yes

Is the property in a condition in which it could be lived in as a home? No Yes

What is the roof made out of?

Does the property have any flat roof area? If yes: percentage and material it is made out of? No Yes

% Flat Material

What are the walls made of?

Is the property a listed building? If yes, what listing? No Yes

Listing

Is the property undergoing construction or renovation or any works planned within the next 12 months? If yes: No Yes

Value of the works (contract value)?

Nature of Construction or Renovation

What impact will the construction/renovation have on size of the property (percentage)? %

When is the work due to start? When is the work due to finish?

Are Professional Contractors/ Tradespeople carrying out the works? No Yes

Is there a contract in place? No Yes

Do the Contractors have their own liability insurance? No Yes

Do you have planning permission? No Yes

Is the property self contained, having a separate locked entrance under the sole control of you and anyone who normally lives with you? No Yes

Do you intend to let or sub-let the property? No Yes

Is the property fitted with a smoke detector? No Yes

Is the property situated within a 400 metre radius of a watercourse including river, sea, reservoir, canal, lake or any body of water? No Yes

Is the property in an area (within a 400 metre radius) with a history of flooding? No Yes

If yes, within the last 25 years? No Yes

Has the property including its outbuildings and grounds ever been flooded regardless of whether any damage was caused, or a claim made? No Yes

Is the property within a 400 metre radius of a well, cliff, quarry or other excavation (including mining)? No Yes

Does the property or any neighbouring properties show any signs of damage by subsidence, heave or landslip? E.g. cracking or bulging of the walls or have history of subsidence, heave or landslip? No Yes

Has the property ever suffered damage by, subsidence, heave or landslip? No Yes

Has the property been underpinned or provided with other means of structural support? No Yes

Has a certificate of adequacy been issued? No Yes

What date was the property underpinned?

Has the property ever been subject to a survey or valuation which mentions any settlement, movement or structural defect? No Yes

If yes, Is the movement considered historical and non-progressive? No Yes

Are all accessible windows fitted with key operated window locks and used when the property is left unoccupied? No Yes

Is the property fitted with a NACOSS, NSI or SSAIB approved burglar alarm and used when the property is left unoccupied? No Yes






Cover Commencement Date

Notes

Additional Notes

Security






What type of lock is fitted on your external/final exit door?

				
UPVC or Aluminium door with multi point locking system	More than 1 lock	Key to lock and unlock Pull down lever to enter	Basic lock such as Yale	Other - the lock on my door is different to the ones shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick the appropriate

Do you have any external sliding doors or French doors? No Yes

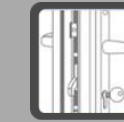




If yes, please use lock diagram to state which lock

				
UPVC or Aluminium door with multi point locking system	More than 1 lock	Key to lock and unlock Pull down lever to enter	Basic lock such as Yale	Other - the lock on my door is different to the ones shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick the appropriate

Do you have any other external doors? No Yes

If yes, please use lock diagram to state which lock

				
UPVC or Aluminium door with multi point locking system	More than 1 lock	Key to lock and unlock Pull down lever to enter	Basic lock such as Yale	Other - the lock on my door is different to the ones shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick the appropriate

I confirm that the information given in this form is true, complete and accurate to the best of my knowledge.

Signature

Print Name

Date



Any questions regarding this form please contact: 02920 265 265 or email sales@thesource.co.uk