

# Claim Form – Let Property Cover

Legal Claim Notification & Advice Helpline Service: 0845 604 4894

Upon completion this form with the supporting documentation must be returned immediately to Legal Insurance Management Ltd.

## Section 1 – Personal Information

Name of Policyholder/ Insured: .....

Policy Number: ..... Commencement Date of Insurance: ...../...../.....

Name of Broker who provided your Policy: .....

Name of Claimant: .....

Address: ..... Postcode: .....

Landline Telephone Number: ..... Mobile Telephone Number: ..... Email: .....

Risk Address: ..... Postcode: .....

Is the Policyholder/Insured VAT registered? Yes  No  If partially exempt, please confirm the percentage: .....%

Do you have any other insurance that may cover this claim? Yes  No

If 'Yes', please give name and address of Insurer together with any appropriate references: .....

## Section 2 – Initial Details

Please indicate under which section of cover this claim is being made: Tenancy Agreement  Rent Arrears  Eviction

Legal Defence  Rent Indemnity  Deposit Replacement Scheme

What amount of deposit do you hold? £..... Please state the amount of the monthly rent? £.....

When was this last paid? ...../...../..... What period did the last payment cover? .....

If the rent was in arrears, what action has been taken to bring this up to date? .....

Name of the Tenant/party opposing you in the dispute: .....

Address of the Tenant/party opposing you in the dispute: ..... Postcode: .....

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Please describe fully below how the dispute /proceedings arose. Include a chronological history of the events including when you first became aware of an incident which might lead to a claim? (Continue on separate sheet if necessary): .....

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How did you become aware of the dispute? (Continue on a separate sheet if necessary): .....

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Date you contacted the Legal Claims Notification & Advice Helpline Service: ...../...../.....

Are you: Pursuing the claim  Defending the claim  Counterclaiming  ?

Please state the amount of your claim or what is being claimed against you, the basis of calculation, how you intend to prove your claim in evidence to the court's satisfaction, and any other relevant details. Amount in dispute £..... Other details: .....

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### Section 3 – Let Property Claim

On what date did you first realise that you a) required legal advice: ...../...../..... b) may have to resort to litigation: ...../...../.....

Where legal proceedings have been issued/are threatened in the case of pursuit actions (where you initiate the action), please state the date when you realised that you had no alternative than to bring legal proceedings against the other party: ...../...../.....

Where legal proceedings have been issued/are threatened in the case of defence actions (where you are defending yourself), please specify the date of receipt of the first communication indication that the third party intended to pursue a legal claim against you. Please also specify the method of communication (e.g. telephone call, letter or e-mail): Date: ...../...../..... Tel  Post  Email

What steps have you taken to minimise the likelihood of legal action and when were they taken (Continue on a separate sheet if necessary)? .....

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What outcome do you hope to achieve by the use of legal action (Continue on a separate sheet if necessary)? .....

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Continue to page 3

Please check that you have enclosed copies of all correspondence and documents in the possession of you or your professional advisors relating to this claim and list the documents enclosed:

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**Upon completion this form with the supporting documentation must be returned immediately to: Claims Department, Legal Insurance Management Ltd, 16-18 Hagley Road, Stourbridge, West Midlands DY8 1PS Email: Claims@Legalim.co.uk**

## Disclosure Warning and Declaration

You are reminded of your legal duty to tell us now about any matter which might influence us in deciding if your claim is valid. If you are not sure if a matter might influence us you must advise us in writing immediately. If you fail to comply your claim may be invalidated.

Making a claim and/or commencing legal action is a serious matter and you should consider the potential implications and significant consequences of this action. Please only submit a claim where you are willing to see the matter through to conclusion as if you decide to discontinue your claim once it has been accepted all costs/expenses incurred may become payable by you.

I/We was/were not aware at the date of inception or renewal (whichever is more recent) of this insurance that this claim, the details of which are set out above, was likely to arise.

I/We declare that the above statements are true and complete and request indemnity in accordance with the terms of the insurance.

**Signature:** .....

**Name:** .....

**Position (if signing on behalf of the managing agent):** .....

**Date:** ...../...../.....

### Complete Letting Solutions

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Authorisation Number: 301688