

IMPORTANT INFORMATION

Data Protection Act – Information Uses

For the purposes of the Data Protection Act 1998 the Data Controller in relation to any personal data you supply is Aviva Insurance Limited.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time:

- Share information about you with other organisations and public bodies including the Police;
- Undertake credit searches and additional fraud searches;
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this.

We can supply on request further details of the databases we access or contribute to.

We and other organisations may also search these agencies and databases to:

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies;
- Check your identity to prevent money laundering, unless you furnish us with other satisfactory proof of identity.

Insurance Administration

Your information may be used for the purposes of insurance administration by the insurer, its associated companies and agents, by reinsurers and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes. Your information may also be used for research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. Where this happens, we will ensure that anyone to whom we pass your information agrees to treat your information with the same level of protection as if we were dealing with it.

If you give us information about another person, in doing so you confirm that they have given you permission to provide it to us and for us to be able to process their personal data (including any sensitive personal data) and also that you have told them who we are and what we will use their data for, as set out in this notice.

In the case of personal data, with limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

In assessing your application, the insurer may undertake checks against any publicly available information (such as electoral roll, county court judgements, bankruptcy orders or repossessions). Similar checks may be made in assessing any claims made.

Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators).

Sensitive Data

In order to assess the terms of the insurance contract or administer claims that arise, the insurer may need to collect data that the Data Protection Act defines as sensitive (such as medical history or criminal convictions). By proceeding with this insurance, you will signify your consent to such information being processed by the insurer or its agents.

Claims History

- Under the conditions of your policy you must tell us about any insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

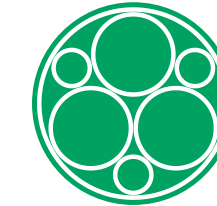
Choice of Law

The Law of England and Wales will apply to this contract unless:

- 1) You and the Insurer agree otherwise; or
- 2) At the date of the contract you are a resident of (or, in the case of a business, the registered office or principal place of business is situated in) Scotland, Northern Ireland, Channel Islands or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country will apply.

Peace of mind at an affordable cost

home contents insurance



GREAT YARMOUTH
COMMUNITY HOUSING



**A special service for tenants of
Great Yarmouth Community Housing**

Underwritten by



Aviva Insurance Limited
Registered in Scotland No 2116
Registered Office : Pitheavlis, Perth, PH2 0NH
Authorised & Regulated by the FSA

Great Yarmouth Community Housing Tenants Home Contents Insurance Scheme Application Form

(Subject to the terms, exclusions and conditions of the policy, a specimen of which is available on request).

- Before you fill in the form, read the declaration at the end.
- Make sure that you answer all the questions as fully as possible.
- Please return the whole completed form to Great Yarmouth Community Housing.

Please keep a copy of this form together with any information you send with it. Or you can ask for a copy from the insurance company within three months of taking out insurance.

This form is used to work out your insurance premium and whether you can be insured. Please include all information. If you are in any doubt about whether to include information, please include it.

If you do not it may mean that any claim you make is turned down.

Your Full Name (Mrs/Ms/Miss/Mr/other) (The person(s) to be insured) _____

Address _____

_____ Post Code _____

Telephone no. _____ Date of Birth _____

If you are over 60, please tick box

Your Job (please state if retired) _____

Are you a tenant of Great Yarmouth Community Housing? YES NO

Required start date (must be a Monday) _____

The Amount of Insurance Required (your sum insured) to the nearest £1,000 £ _____

If you have a spouse or partner living with you, please complete the following questions about them:

Their Full Name _____

Date of Birth _____

Their Job _____

Insurance starts when Great Yarmouth Community Housing informs you that you have been accepted onto the scheme. You will be sent a policy booklet and schedule which will confirm the sum insured, premium and start date. It is important that the sum insured chosen (in round sums of £1000) is sufficient to cover the full replacement cost of all your household goods and personal effects.

PLEASE ANSWER ALL THE QUESTIONS BELOW. WE CAN ONLY CONSIDER YOUR APPLICATION ONCE THESE QUESTIONS HAVE BEEN ANSWERED. PLEASE USE CAPITAL LETTERS WHEN FILLING IN THIS FORM

TO BE ANSWERED BY THE APPLICANT (please tick the correct box in answer to the questions below) We can only consider your application once ALL these questions are answered in full.

1. Is your home self-contained with its own separate lockable front door? YES NO
2. Is this property your permanent home and occupied only by yourself and members of your immediate family normally living with you?
3. Does the amount of insurance you have chosen cover the full cost of replacing all your household goods and personal belongings?

If you have answered NO to any of the above questions, please give more details below (use a separate sheet if more space is needed).

4. Do you regularly leave your home empty or unattended for more than 60 days? YES NO
5. Is your home used for running a business?
6. Have you or anyone living with you ever been refused insurance, had insurance cancelled or had special terms imposed by an insurer?

If you have answered YES to any of the above questions, please give more details below (use a separate sheet if more space is needed).

7. Have any incidents occurred in the last five years which would have caused you to make a claim for household contents or personal effects, whether or not you were insured at the time? YES NO

If you have answered YES to the above question, please give us the following information (use a separate sheet if more space is needed):

Date(s) of incident(s) _____

What caused the loss (theft, water damage etc.)? _____

Value of goods lost or damaged _____

Were you insured at the time? _____

If so, how much did the insurers pay in settlement of the claim? _____

8. If you have had a burglary in the last five years please state
How entry was gained? _____
What additional security has been installed since the incident? (extra locks, alarms etc.) _____

9. Have you or anyone living with you ever been convicted or charged with any offence, other than motoring offences, or is any prosecution or police enquiry pending? YES NO

If you have answered YES to the above question, please tell us:

Date of conviction or charge _____

Nature of offence _____

Penalty received (amount of fine, length of sentence etc.) _____

Your age at the time _____

Important Notice - Material Facts

All material facts must be disclosed. Failure to do so could invalidate the policy. A material fact includes any questions you are asked to provide answers to and any assumptions you agree to when you take out the policy, including anything that appears within your application form and/or your Schedule, such as intended unoccupancy of your property, or if any member of your household is charged with, cautioned for or convicted of a criminal offence (other than motoring offences). If you are in any doubt as to whether a fact is material then it should be disclosed to the insurer. If any changes in material fact arise during the period of insurance cover please contact your administrator.

We recommend you keep a record (including copies of letters) of all information provided to the insurer for your future reference. A copy of the completed application form will be supplied on request within a period of three months after it's completion. A specimen copy of the policy booklet is available on request.

PLEASE READ THE DECLARATION BELOW CAREFULLY BEFORE SIGNING IT

Declaration

- I/We understand the contents of this completed application and I/we declare that the information given is, to the best of my/our knowledge and belief correct and complete.
- If the risk is accepted I/We undertake to pay the premium when called upon to do so.
- I/We understand that my/our information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes.
- I/We have read the information overleaf under the heading "Important Information".

You must declare the full value of goods or property insured. Failure to do so may invalidate your policy or reduce claims settlements.

Applicants signature(s)

Joint applicants should both sign unless they are married to each other.

Date

Special note

If during the period of your insurance cover, your home is likely to be unoccupied (e.g through hospitalisation, extended holiday) for more than 60 days in a row you will have to advise Great Yarmouth Community Housing.

FOR OFFICIAL USE ONLY	
Date Received:	Premium:
Policy No.	Start Date:

Great Yarmouth Community Housing does not insure your furniture, belongings or decorations against theft, fire, vandalism and burst pipes.

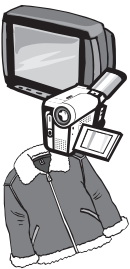
You need to take out your own household insurance either with this special scheme arranged by Aon, through Aviva or by making your own arrangements.

This scheme is open to all Great Yarmouth Community Housing tenants.



Payment of the premium

The cost of insurance is payable weekly along with your rent.
To work out your weekly payment, refer to the table on the next page.



Insurance for your home contents

When you take out this insurance your household goods and contents will be insured whilst in your home. The insurance also covers theft of your keys and the contents in your freezer. There is also cover for personal liability. Accidental damage is also covered as standard (i.e. at no additional cost).



What you are covered for

Please refer to the enclosed policy summary which details the main circumstances that are covered (e.g. fire, theft, water damage). A specimen policy booklet is available on request.



“New-for-Old” insurance

All your home contents are covered by the policy on a ‘new for old’ basis, with the exception of linen and clothing which will be replaced at their current cost, less an amount for wear and tear. When you are working out the cost of your insurance, you will need to work out how much it will cost to replace the full contents. **If you under value your contents this will mean that if you claim you will not get the full value of your claim.**



Special low, minimum sums insured

The lowest amount that can be insured is:
£6,000 if you are over the age of 60.
£9,000 for all other people

Cost of Insurance

	SUM INSURED	WEEKLY COST	SUM INSURED	WEEKLY COST
Only available to people over 60	£6,000	£0.52	£21,000	£1.81
	£7,000	£0.60	£22,000	£1.89
	£8,000	£0.69	£23,000	£1.98
	£9,000	£0.77	£24,000	£2.06
	£10,000	£0.86	£25,000	£2.15
	£11,000	£0.95	£26,000	£2.24
	£12,000	£1.03	£27,000	£2.32
	£13,000	£1.12	£28,000	£2.41
	£14,000	£1.20	£29,000	£2.49
	£15,000	£1.29	£30,000	£2.58
	£16,000	£1.38	£31,000	£2.67
	£17,000	£1.46	£32,000	£2.75
	£18,000	£1.55	£33,000	£2.84
	£19,000	£1.63	£34,000	£2.92
	£20,000	£1.72	£35,000	£3.01

You may wish to use the do-it-yourself valuation sheet overleaf, to help work out how much cover you need.

The payments shown are inclusive of Insurance Premium Tax (IPT) at the appropriate rate.

The premiums shown in the table are payable over 50 weeks.



How to apply

Complete the form enclosed with this booklet. Make sure that you answer all the questions and sign the declaration. If you need help to complete the form, please contact the Administrator. Once you have completed the form you may hand it into an Area Housing Office or post it to Housing Finance, Rent Section, Greyfriars House, Greyfriars Way, Great Yarmouth, NR30 2QE.



Keeping up the payments

- To make sure that you are always covered you must keep up to date with your payments.
- Great Yarmouth Community Housing can cancel the policy if your premium payments fall into arrears.
- You may not be able to make a claim unless your payments are up to date.



Start date

Insurance starts when Great Yarmouth Community Housing informs you that you have been accepted onto the scheme. Great Yarmouth Community Housing will write to you with details of your insurance payments and the date when you should start paying. You will be notified in writing if for any reason you have not been accepted into the scheme.

Special Notes

- If during the period of your insurance cover your home is likely to be unoccupied (e.g. if you are in hospital, extended holiday) for more than 60 consecutive days you will have to advise Great Yarmouth Community Housing.
- Remember, it is your responsibility to ensure that the sum insured is sufficient to cover all your household items and personal effects.

Great Yarmouth Community Housing urges all tenants to take out household insurance, either through our special scheme or by making your own arrangements.

**IF YOU WISH TO APPLY COMPLETE
THE APPLICATION FORM ENCLOSED**

Do-it-yourself valuation of your household contents

Most people find that their household contents are worth more than they think. Please use this page to help value the contents of your property but first read the section on 'New for Old' insurance.

Add up the two columns and round the total up to the nearest £1,000 then enter this figure on the application form. (Please keep this sheet for future reference).

ROOM/ITEMS	TOTAL VALUE	ROOM/ITEMS	TOTAL VALUE
Items in living room 1. e.g. TV, Radio, Video, Hi-Fi, Satellite, Computer, Suite, Carpet, Tables, Other Furniture, CDs, Videos, Light Fittings, Books, Ornaments, Curtains etc		Items in bedroom 1. e.g. Bed, Bedroom furniture, Carpet, Curtains, Light fittings, Clock, Bedding, Jewellery, Ornaments, Games, Toys, Towels, Computer, etc.	
Items in living room 2. e.g. Dining table, Chairs, Sideboard, Other furniture, Carpet, Curtains, Light fittings, Ornaments etc.		Items in bedroom 2. e.g. Bed, Bedroom furniture, Carpet, Curtains, Light fittings, Clock, Bedding, Jewellery, Ornaments, Games, Toys, Towels, Computer, etc.	
		Items in bedroom 3. e.g. Bed, Bedroom furniture, Carpet, Curtains, Light fittings, Clock, Bedding, Jewellery, Ornaments, Games, Toys, Towels, Computer, etc.	
Items in kitchen. e.g. Cooker, Washer, Fridge, Freezer, Pots & Pans, Crockery, Table, Chairs, Floor Covering, Light Fittings, Ornaments, Microwave, Toaster, Kettle, Other Electrical Items etc.		Items in other rooms and outbuildings. e.g. Vacuum Cleaner, Tools, Lawnmower, Gardening Equipment etc.	
	£		£

Great Yarmouth Community Housing Tenants Contents Policy Summary

This is a summary of the policy and does not contain the full terms and conditions of the cover, which can be found in the policy documentation. It is important that you read the policy documentation carefully when you receive it.

Who is the Insurer?

The Insurer of this policy is Aviva Insurance Limited.

What is this insurance policy?

This policy protects you against perils such as fire, storm or flood. Some of the covers summarised are optional and these are clearly marked as such. If you have selected any of these options, they will clearly be marked on your policy schedule.

What are the benefits and features of this insurance policy?

Your policy includes the following significant features and benefits, which are explained in detail in your policy booklet.

In addition cover is provided for

- accidental damage to television sets, aerials, video recorders, hi-fi's, home computer equipment, decoders and DVD players and CCTV cameras fixed to your home (up to the amount insured)
- accidental breakage of mirrors, glass tops, ceramic hobs and fixed glass in furniture or cookers (up to the amount insured)
- contents temporarily removed from the home (up to 20% of amount insured)
- contents in outbuildings, garages, sheds, greenhouses and cellars (up to £2,000)
- replacement keys & locks for outside doors and alarms of your home if your keys are lost or stolen (up to the amount insured)
- spoilage of food in fridge & freezers (up to the amount insured)
- religious festivals & wedding gifts cover (temporary increase of 15% of the amount insured)
- loss of domestic fuel oil and metered water (up to £1,000)
- alternative accommodation following an insured loss (up to 20% of the amount insured)
- contents at university, college or boarding school (up to £2,500)
- contents in the open within the boundaries of the home (up to £500)
- accidental loss or damage to contents during removal by professional removers (up to the amount insured)
- tenants improvements (up to 20% of amount insured or £2,000, whichever is the greater)
- tenants liability (up to 20% of amount insured)
- personal liability (up to £2,000,000 or £5,000,000 for domestic employees)
- fatal injury benefit (up to £5,000)
- insurance for documents (up to £1,000)
- visitors contents cover (up to £750)
- emergency access (up to £750)

- theft of money by bogus officials (up to £300)
- theft of belongings following a hold up (mugging) (up to £300)
- limit for personal money £300
- limit for credit cards £500 per card
- limit for audio/visual/computer – tapes, records and discs - £1,500 for the total of such items, not per item.
- limit of one third of the amount insured or £5,000, whichever is greater for the total of high risk items (£1,500 per item). Examples of high risk items are pictures, jewellery, watches, photographic equipment, video cameras and personal computer equipment. Please refer to the policy wording for a full definition.

With the **Accidental Damage Section** all other accidental damage occurring in the home that we regard as insurable is covered (up to 25% of the amount insured for any one claim). Please see page 17 of your policy booklet for further details.

What are the significant and unusual exclusions or limitations of this policy? - see policy booklet for details.

You must comply with conditions of the policy explained in the **General Conditions Section** of the policy booklet for cover to apply. These include your duty to take reasonable precautions to prevent loss and actions you must take as soon as you are aware of a possible claim under the policy. See also the **General Exclusions**

Section of the policy booklet for those exclusions that apply to all Sections.

- Certain losses or damage if any endorsement/clause is shown on your policy schedule
- No cover is provided for motor vehicles, caravans, trailers, boats, canoes, surfboards, sailboards, hovercraft, aircraft, gliders and any accessory which is designed to be used with any of these.
- No cover is provided for items used for business or professional purposes
- loss or damage by any gradually operating cause
- certain losses or damage when your home is unoccupied or unfurnished for more **than 60 days** in a row
- theft caused by you, members of your household, paying guests or tenants
- loss or damage caused by any wilful act by your household
- loss or damage caused by storm or flood to hedges, fences or gates covered within the tenants improvements section
- the cost of altering or replacing any items, or parts of items which are not lost or damaged and which form part of a set, suite or other article of the same type, colour or design.
- theft of contents temporarily removed from the home. You are, however, insured for loss or damage caused by theft or attempted theft from any building in which you, or a member of your household, is temporarily residing

or employed if this involves somebody using force and violence to break into or out of a building

- theft of money, unless by somebody using force and violence to break into your house
- loss or damage to interior decorations you are not legally responsible for.
- loss or damage to guns and firearms.
- your personal liability involving Firearms unless in connection with shotguns or airguns which you can legally own without possessing a firearm certificate.
- loss or damage to pedal cycles while temporarily away from the home.
- accidental damage other than to the items specifically noted above in **Significant Features and Benefits** but wider cover is available under **Accidental Damage Section – see policy booklet for full details**
- loss or damage to your contents from any cause not listed in the policy booklet.

The following exclusions apply under the Accidental Damage Section - see policy booklet for details

- accidental damage occurring outside the house
- damage to contact lenses
- damage caused by vermin, insects, moth, mildew, damp, rust or any process of cleaning, repair or alteration
- damage caused by domestic animals

How long does this insurance policy run for?

Unlike other insurance policies, your policy, under the scheme does not have an annual renewal date. Your policy will remain in force from the date of commencement (or as otherwise shown on your Policy Schedule) as long as you continue to pay your premium.

You should review the level of benefit that you have chosen on a regular basis to make sure that it is sufficient to cover your needs.

What happens if I take out cover and then change my mind?

You have the right to cancel your policy within 14 days either from the day of purchase of the policy or the day on which you receive your policy documentation, whichever is the later. If you wish to cancel and the insurance cover has not yet commenced, you will be entitled to a full refund of the premium paid.

How do I make a claim?

For a claim form please contact Great Yarmouth Community Housing on telephone number 01493 846 170. Claims not submitted within 60 days of the incident may be disallowed. Please refer to policy booklet for full details.

How do I make a complaint?

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you. In the first

instance, please write to Aviva, Tenants Contents Unit, 139 West Regent Street, Glasgow, G2 2BQ or telephone us on 0141 309 5000. Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

Would I receive compensation if Aviva were unable to meet its liabilities?

We are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from this scheme if we cannot meet our obligations, depending on the type of insurance and the circumstances of your claim.

Telephone Call Recording

For our joint protection telephone calls may be recorded and/or monitored.

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