

Rent Protection/ Legal Fees Claim Form



LETSURE

1. Please ensure all questions are answered fully.
2. If not done electronically, please use BLOCK CAPITALS.
3. Please ensure that you also attach all relevant documents as detailed in Section 12. Failure to do so may delay your claim.
4. Either post to: Letsure Claims, Hestia House, Edgewest Road, Lincoln LN6 7EL or email to rentguaranteeclaims@letsure.co.uk or fax to 0844 800 5286.

Section 1: Policy Details

1 Product Purchased Silver Complete Rapid Reed Rains
 Hamptons Legal Protection

2 Certificate/Policy Number _____

3 Issue Date _____

Section 2: Landlord Details

4 Title (*Mr, Mrs, Miss, Ms, Dr*) _____

5 Forename(s) _____ Surname _____

6 Postal Address _____
Postcode: _____

7 Daytime Contact Number _____

8 Evening Contact Number _____

9 Mobile Number _____

10 Email Address _____

Section 3: Letting Agent Details (if applicable)

11 Letting Agent _____

12 Contact name _____

13 Address _____
Postcode: _____

14 Agent Scheme Number? _____

15 FCA Status _____

16 Are you an Appointed Representative of Letsure? _____

17 Contact Number _____

18 Fax Number _____

19 Email Address _____

Section 4: Tenancy Details

20 Insured Property Address _____
Postcode: _____

21 Tenancy agreement from _____ Tenancy agreement to _____

22 Policy Start date _____ Policy Number _____

23 Rent Payable £ _____ Rent Frequency Weekly Monthly

24 Is any element of the rent paid by housing benefit? Yes No

25 Day/date rent is normally due? _____

26 Amount of deposit and date taken? _____

27 Have there been any complaints, for example regarding disrepair? Yes No *If YES, please specify*

28 Is the property let in accordance with the Housing Acts of 1988, 1996, 2004 and any subsequent or superseding legislation, AND has the landlord complied with the requirements of the Tenancy Deposit Scheme? Yes No

Section 5: Tenant Details

	Tenant 1	Tenant 2	Tenant 3	Tenant 4
Name of Tenant(s)				
Date of birth				
Telephone Number				
Mobile Number				
Work Telephone				
Letsure Reference Number				
Email Address				

Do tenant(s) still occupy the property? Yes No If **NO** on what date did they leave? _____

Address of tenant(s) *(if different to above)* _____ Postcode: _____

Have attempts been made to re-let the property? Yes No

Has the property been successfully re-let? Yes No If **YES**, what date was it re-let? _____

For what rent was it re-let? £ _____ Weekly Monthly

Section 6: Guarantor Details (if applicable) *Please attach copies of any Guarantor's Agreement/Covenant and guarantor's references.*

	Guarantor 1	Guarantor 2	Guarantor 3
Full name			
Date of birth			
Telephone Number			
Mobile Number			
Work Telephone			
Letsure Reference Number			
Email Address			

Section 7: Claim Details

29 What are you claiming for?

- Rent arrears and possession *If selected please complete section 8*
- Possession only *If selected please complete section 9*
- Legal/Other *If selected, please provide details below*

Section 8: Rent Arrears

30 On what date did the unpaid rent first become due? _____

31 What are the current rent arrears? £ _____

32 Was the rent guaranteed? Yes No

33 *Schedule of rental payments to be complete from the start of the tenancy. Do not include deposit, fees or any items other than rent. If tenancy is over 2 years old, please only complete back as far as 2 years before this claim.*

Date Due	Amount Due	Amount Paid	Date Paid	Arrears

Section 9: Possession *If the tenant(s) is still in the property please provide details of how this was confirmed.*

34 **By telephone** Please confirm the date/time of the last contact with the tenant(s) confirming occupation of the property (specifying which tenant was contacted) _____

35 **By email** Please confirm the date/time of the last contact with the tenant(s) confirming occupation of the property (specifying which tenant was contacted) _____

36 **By visit** Please confirm the date/time of the last contact with the tenant(s) confirming occupation of the property (specifying which tenant was contacted) _____

37 Have you served a section 21 Notice seeking possession? Yes No
If YES, please provide the date of expiry _____

- 38** 1. a) Was a money deposit received on or after 6 April 2007? Yes No
 b) If YES, at the date of service of the Section 21 Notice:
 i. Was the deposit held under a tenancy deposit scheme (TDS) authorised under Part 6 of the Housing Act 2004? Yes No
 ii. Had the initial requirements of the TDS been complied with, in relation to the deposit? Yes No
 iii. Had you or the Landlord given the tenant(s), and anyone who paid the deposit on behalf of the tenant(s), the prescribed information in relation to the deposit and the operation of the TDS? Yes No
 2. a) Did the Landlord receive a deposit in the form of property on or after 6 April 2007? Yes No
 b) If YES, at the date of service of the Section 21 Notice had that property been returned to the person from whom it was received? Yes No

39 Have you served a Section 8 Notice requiring possession? Yes No

If YES, please provide the date of expiry _____

40 Has any demand letter been sent to the tenant(s) requesting the outstanding arrears? Yes No

If YES, please submit a copy with this form

41 Please list below all the known occupiers of the property over the age of 18 years, who are NOT named tenants on the tenancy agreement.

Section 10: Claim payment *Claimant's bank account details*

42 Account Name _____

Account Number _____ Sort code _____

43 Rent schedule

To process the claim, we need details of how much rent has been paid, and when, for the duration of the tenancy agreement.

You can provide this information by completing and attaching the rent statement in section 8.

Section 11: Insured authority

I hereby authorise the Legal and Claims department, and Letsure's nominated solicitors to act on my behalf in connection with the service of any notice seeking possession pursuant to Section 8 Housing Act 1988 (as amended), issuing possession proceedings as may be required in the event that my tenant(s) is in the default of any terms of their tenancy agreement.

Signed _____

The Landlord (print name) _____

Signed on behalf of the Landlord _____

Name (if signing on behalf of the Landlord) _____

Date _____

If signing this form on behalf of the landlord, please retain their written consent for you to do so. You may be required to produce this authority as part of the claims process.

As part of the claims process, we may contact the Landlord to verify the information provided, and confirm the Landlord has given their consent.

Is the Landlord the registered proprietor of the property (legal owner)? Yes No

If NO, please provide evidence (authority) of the existence of the authority given to the Landlord as shown on the tenancy agreement to let the property on behalf of the registered owner.

Section 12: Declaration

For your claim to be dealt with quickly, it is important that you provide the relevant documents. Please confirm which documents you have enclosed below.

For all Claims:

- Tenancy Agreement Tenant(s)/Guarantor(s) References Guarantor Covenant/Agreement
 Copy of correspondence Completed rent schedule

Where any of the following notices have been served, attach copies:

- Ground 1 notice Section 20 notice Section 48 notice Section 21 notice Section 8 notice

Post Vacant possession claims:

- Dilapidations schedule Estimates, receipts, invoices etc Photographs Inventories
 Check-in report Check-out report

- I/We confirm that all the documents requested have been attached with this form, and the information provided is true and accurate as at today's date. I/We understand that making a fraudulent insurance claim is a criminal offence and that my details may be passed on to the enforcement authorities. (Please tick to confirm you've read and understood this declaration.)

To be completed by the landlord or agent on behalf of the landlord

PRINT NAME(S): _____

Position (letting agents only): _____

Signature(s): _____ Date: _____

Signature(s): _____ Date: _____

If being declared electronically, tick this box if the company consents to this application.

Post to: Letsure Claims, Hestia House, Edgewest Road, Lincoln LN6 7EL.

Fax to: 0330 333 7067

Email to: rentguaranteeclaims@letsure.co.uk

Once we have received the documents we will confirm receipt within 3-5 days. If you do not hear from us within this time please contact us.

IMPORTANT

This claim form, and all relevant documents, must be fully completed and received by Letsure, within the policy notification period. Anything received outside this period may result in this claim being declined.

If a deposit was taken on or after 6 April 2007 and not held under a Tenancy Deposit Scheme (TDS), and/or the initial requirements of the TDS were not complied with, proceedings cannot be commenced on the basis of the expiry of the Section 21 Notice. Also the tenant(s) may be able to claim up to three times the deposit by way of compensation from the Landlord, and the return of the deposit.