



Hello

Please read this booklet carefully alongside your policy documents, to ensure that the cover provided meets your needs and expectations.

This *Policy Booklet* is also available in Braille and large print.



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This Tenants Liability insurance policy is administered by Paymentshield, arranged on your behalf by Property Guard and is underwritten by UK General Insurance Limited on behalf of Great Lakes Reinsurance (UK) SE.

Paymentshield Limited (registered number 02728936) is a company registered in England and Wales at Paymentshield House, Southport Business Park, Wight Moss Way, Southport PR8 4HQ. Authorised and regulated by the Financial Conduct Authority.

Property Guard is a trading name of Motorplus Limited (registered number 03092837) which is a company registered at Speed Medical House, Matrix Park, Chorley, Lancashire, PR7 7NA. Authorised and regulated by the Financial Conduct Authority.

The following policy wording is a contract between you and the insurer.

POLICY WORDING

IMPORTANT INFORMATION

This policy has been offered based on information provided by **you**. If any of this information is incorrect, or changes during the term of **your** policy, please let Paymentshield know as soon as possible to ensure that **your** cover remains fully effective and in force.

You are required to take reasonable care not to make a misrepresentation that may be relied upon when deciding whether or not to offer **you** insurance. **You** must take care to supply accurate and complete answers to all questions asked and to make sure that all information supplied is true and correct. **You** must also inform Paymentshield of any changes to the answers **you** have given as soon as possible. Failure to do this could affect the validity of **your** policy and mean that it may not operate fully in the event of a **claim**. If **you** have any queries relating to what information needs to be disclosed, please contact Paymentshield.

This policy must be read together with **your** policy documents. This *Policy Booklet*, **your** *Statement of Fact* and *Policy Certificate* together form **your** contract of insurance.

This cover is provided to **you** in return for payment of the premium.

HOW TO MAKE A CLAIM

In the event of a claim, please contact Cunningham Lindsey, who answer calls on behalf of Property Guard, within 30 days from the date of the event **you** are looking to claim for, giving as much information as **you** can about what has happened:



Cunningham Lindsey
Property Guard Tenants Liability
Claims
Apex Plaza
Forbury Road
Reading
RG1 1AX



0345 604 9791

HOW TO MAKE A COMPLAINT

We hope that **you** are completely happy with this policy and the service that **you** receive, however if **you** do have any reason **you** are not please contact **your** agent in the first instance if the complaint relates to the sale of this policy.

If the general administration of **your** policy has not met **your** expectations, **you** should contact the Paymentshield customer services team at:



Paymentshield Limited
PO Box 229
Southport
PR9 9WU



0345 604 9791

If **your** complaint relates to a claim, please contact **us** at:



Quality Assurance Manager
Property Guard
Norfolk Tower
Floor 2
48-52 Surrey Street
Norwich
NR1 3PA
0333 241 9580



It will assist **us** in handling **your** complaint quickly if **you** can please have **your** claim reference available when **you** call **us**.

If for any reason it is not possible to reach an agreement, **you** have the right to make an appeal to the Financial Ombudsman Service. This applies if **you** are an individual, or in a business capacity if **your** annual turnover is up to EUR 2,000,000 (or equivalent in sterling) and **you** have fewer than 10 members of staff.

You can contact the Financial Ombudsman Service at:



The Financial Ombudsman Service
Exchange Tower
London
E14 9SR



0800 0234567

complaint.info@
financial-ombudsman.org.uk



www.financial-ombudsman.org.uk

OUR REGULATOR AND INSURER

This insurance is arranged by Property Guard Limited underwritten by UK General Insurance Limited on behalf of Great Lakes Reinsurance (UK) SE.

Property Guard is a trading name of Motorplus Limited who are authorised and regulated by the Financial Conduct Authority.

UK General Insurance Limited is authorised and regulated by the Financial Conduct Authority and is an insurers' agent and in the matters of a claim, act on behalf of Great Lakes Reinsurance (UK) SE. Registered in England No. SE000083. Registered Office: Plantation Place, 30 Fenchurch Street, London, EC3M 3AJ. Great Lakes Reinsurance (UK) SE is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.

All of this information can be checked on the Financial Services Register by visiting www.fca.org.uk/register, or by telephoning 0800 111 6768.

FAIR PROCESSING NOTICE

This section describes how the administrator, Paymentshield, will capture, process and store **your** data. For details on how the insurer of **your** policy uses **your** personal data please refer to **your Insurer Schedule** for contact details.

Full details of Paymentshield's Fair Processing Notice which can be found here: <https://www.paymentshield.co.uk/fair-processing-notice>. It explains who Paymentshield are, the types of information it holds, how it is used, who they share it with and how long it is kept and informs **you** of certain rights **you** have regarding **your** personal information. If **you** are unable to access this website, details can be obtained by contacting the address detailed or telephone number indicated in any recent correspondence or emails **you** have received from Paymentshield.

Who are we?

Paymentshield Limited (part of The Ardonagh Group of companies) along with the insurer is the Data Controller of the information **you** have provided. **You** can contact Paymentshield

for general data protection queries by email to DataProtection@ardonagh.co.uk or in writing to The Data Protection Officer, care of the office of the Chief Information Officer, The Ardonagh Group, 55 Bishopsgate, London, EC2N 3AS.

How Paymentshield use the information you provide

Your personal information will be used to:

- Assess and provide the products or services that **you** have requested through arranging and administration of policies
- Communicate with **you**
- Develop new products and services
- Undertake statistical analysis
- Contact **you** about products that are closely related to those **you** already hold with Paymentshield
- Provide additional assistance or tips about these products or services
- Notify **you** of important functionality changes to our websites
- Cross reference with information from publicly available sources
- Conduct Market research

Any new information **you** provide us may be used to update any existing record we hold for **you**.

Only where **you** have provided us with consent to do so, we may from time to time use **your** information to provide **you** with details of marketing or promotional opportunities and offers relating to other products and services from The Ardonagh Group (<http://www.ardonagh.com>).

Sharing your information

We will only share your information:

- Where we are required to do so by law
- With fraud prevention agencies or third parties that provide a service to us or on our behalf
- Where we may transfer rights and obligations under this agreement; and
- In order to achieve any of the purposes for which we process your data, as noted above

The data we hold may be transferred to, and stored at, a destination outside of the European

Economic Area (EEA). It may also be processed by staff operating outside of the EEA who work for us or one of our suppliers. If we provide information to a third party we will require it and any of its agents and/or suppliers to take all steps reasonable necessary to ensure that **your** data is treated securely and in accordance with this notice.

We follow strict security procedures in the storage and disclosure of **your** personal information in line with industry practices.

How long do we keep your information?

We will not keep **your** personal information for longer than is necessary for the purpose for which it was provided unless we are required to by law or have other legitimate reason to do so, such as if necessary for any legal processing. This is typically for a period of no more than 6 years after the termination or cancellation of a product, contract or service we provide.

Your rights

You have rights relating to **your** personal data, such as to request access to a copy of the data we hold about **you**, to request a review of any automated decision taken about **you** and correct any erroneous information we hold about **you**. More details on your rights can be found on the Information commissioner's website: <https://ico.org.uk/>

CHOICE OF LAW AND JURISDICTION

Unless otherwise agreed in writing, the law of England and Wales will apply to the contract or if at the date of contract **you** are a resident of Scotland or Northern Ireland, in which case the law for that country will apply. Unless otherwise agreed in writing, the courts of England and Wales, (or Scotland or Northern Ireland if **your** main residence is situated there) will have jurisdiction for hearing and determining any litigation arising out of or in connection with any dispute regarding the interpretation of this policy.

CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

The terms of this policy are only enforceable by **you**. A person who is not named under this policy has no rights under the Contracts (Rights

of Third Parties) Act 1999 to enforce any term of this policy but this does not affect any right or remedy of a third party, which exists or is available apart from that Act.

YOUR AGREEMENT WITH OTHERS

This contract of insurance is personal to **you** the policyholder, and the **insurer**.

The **insurer** will not be bound by any agreement between **you** and **your** appointed representative, or **you** and any other person or organisation.

You may not assign any of the rights under this policy without the **insurer's** express prior written consent.

FINANCIAL SERVICES COMPENSATION SCHEME

Great Lakes Reinsurance (UK) SE is covered by the Financial Services Compensation Scheme.

You may be entitled to compensation from the scheme in the event that Great Lakes Reinsurance (UK) SE cannot meet its obligations. This depends on the type of insurance and the circumstances of the claim. Most insurance contracts are covered for 90% of the claim with no upper limit. **You** can obtain further information about compensation scheme arrangements from the FSCS by visiting www.fscs.org.uk.

USE OF LANGUAGE

Unless otherwise agreed, for the purposes of this insurance contract the language used will be English.

GENERAL DEFINITIONS

The words and phrases listed below will have the same meanings wherever they appear in this policy. These words and phrases can be identified in bold throughout the policy.

Accidental damage	Damage caused suddenly and unexpectedly, occurring at a specific time and caused by an external force within the territorial limits .
Claims limit	The amount as shown on the <i>Policy Certificate</i> and being the maximum amount the insurer will pay in the event of any claim on this policy in any one period of insurance .
Excess	The first £100 of each and every claim
Family	You, your domestic partner and other relations that permanently reside with you .
Home	The private dwelling shown in your <i>Policy Certificate</i> together with its garages and domestic outbuildings for which you are a tenant .
Insurer	UK General Insurance Limited, who is an insurers' agent and in the matters of a claim, act on behalf of Great Lakes Reinsurance (UK) SE.
Landlord('s)	The person or persons named in your tenancy agreement as the landlord of your home .
Landlord's property	Landlord's buildings, household goods, furniture, fixtures and fittings for which you are legally responsible including television, satellite and radio receiving aerials, aerial fittings and masts fixed to the dwelling.
Money	Cash, cheques, postal orders, unused postage stamps, saving stamps and certificates, premium bonds and gift vouchers, season tickets and travel tickets, travellers cheques.
Period of insurance	The period for which this policy is in force as shown on your <i>Policy Certificate</i>
Tenancy agreement	The written agreement that sets out your obligations as a tenant to the landlord
Tenant	The occupier of the home by virtue of a tenancy agreement .
Territorial limits	The United Kingdom.
Terrorism	Any direct or indirect consequence of terrorism as defined by the Terrorism Act 2000 and any amending or substituting legislation.
Unoccupied	Not lived in by you or without sufficient furniture and furnishings for normal living purposes.
Valuables	Precious metals, jewellery, watches, stamp, coin and medal collections, money , photographic equipment, furs, curios, and works of art.
Vehicles and craft	Any electrically or mechanically-powered vehicles , caravans, trailers, watercraft including surfboards, hovercraft, aircraft, all-terrain vehicles or quad bikes, other than:

- i) domestic gardening equipment,
- ii) battery-operated golf trolleys;
- iii) wheelchairs,
- iv) battery- or pedestrian-operated models or toys.

We/Us/Our

Property Guard Limited

You/Your

The person(s) specified in the *Policy Certificate* and any member of their **family** permanently residing with them.

COVER

In the event of **accidental damage** to **landlord's property** caused by **you**, the **insurer** will, at their option:

- 1. replace the damaged **landlord's property** as new, or
- 2. pay for the cost of replacing the damaged item as new, or
- 3. pay the cost of repairing the item(s).
- ii. Take all steps necessary to reduce further loss, damage or injury;
- iii. Provide the **insurer** with all information and evidence, including written estimates and proof of ownership and value that the **insurer** may request.

CONDITIONS APPLYING TO YOUR COVER

- 1. The **insurer's** liability will not exceed the **claims limit** shown on **your** *Policy Certificate*.
- 2. The **insurer** will not pay for the cost of replacing or repairing any undamaged item(s) of the **landlord's property** of **your home** which forms part of a pair, set, suite or part of a common design.
- 3. **You** must not undertake any repairs to the **landlord's property** without the **insurer's** prior written consent.

Under no circumstances must **you** admit any liability or responsibility or negotiate or settle any aspect of any claim without the **insurer's** permission in writing to do so.

- b) On receipt of a notification of a claim, the **insurer** may do the following:
 - i. Enter any building following loss or damage with the **landlord's** permission;
 - ii. Take over and pursue or settle any claim on **your** behalf. **You** must allow the **insurer** to pursue at the **insurer's** own expense and for their benefit any claim for compensation against any other person or organisation and **you** must give them all the information needed to do so;
 - iii. Appoint a loss adjuster to handle the claim on the **insurer's** behalf;
 - iv. Arrange to repair the damage to the building and/or any other property or item and handle any salvage appropriately;
 - v. Make a deduction for wear and tear if the **landlord's property** is not properly maintained or in a good state of repair;
 - vi. Contact **you** directly at any point concerning **your** claim.

CONDITIONS APPLYING TO THE POLICY

1. Claims

- a) If **you** need to make a claim under this policy, **you** must do the following:
 - i. Provide the **insurer** with full details of **your** claim as soon as possible after the event and in any case no later than 30 days of the event that gives rise to the claim;

2. Cancellation

If **you** decide that for any reason this policy does not meet **your** insurance needs then please advise PaymentsShield within 14 days from the day of purchase or the day on which **you** receive **your** policy documentation, whichever is later. On the condition that no claims have been made or are pending, the **insurer** will refund **your** premium in full.

YOUR RIGHT TO CANCEL

You may cancel this insurance policy at any time after this 14 day period and **you** will be entitled to a refund of the premium paid subject to a deduction for the time for which **you** have been covered, calculated on a pro-rata basis. If **you** have made a claim and **you** choose to cancel **your** policy **you** will not be entitled to a refund of premium.

THE INSURER'S RIGHT TO CANCEL

The **insurer** will not be bound to accept renewal of any insurance and may at any time cancel any insurance document by giving 30 days' notice in writing where there is a valid reason for doing so. A cancellation letter will be sent to **you** at **your** last known address. Valid reasons for the **insurer** to cancel this insurance policy include but are not limited to:

- a. Fraud (please also see Condition 4 - fraudulent claims)
- b. Non-payment of the premium
- c. Threatening or abusive behaviour
- d. Non-compliance with policy terms and conditions

If the **insurer** cancels the policy, **you** will be entitled to a return of premium on a pro-rata basis.

3. Arbitration clause

If there is a dispute between **you** and **us**, or **you** and the **insurer**, which arises from this insurance, **you** can make a complaint to **us** in accordance with the complaints process which can be found on page 5. If **we**, or the **insurer**, are not able to resolve the matter satisfactorily and the matter can be dealt with by the Financial Ombudsman Service, **you** can ask them to arbitrate in the matter.

If the matter cannot be dealt with by the Financial Ombudsman Service, it can be referred to arbitration by a single arbitrator who will be agreed by both **you** and **us**. The arbitration shall be in accordance with the Arbitration Act 1996 and will be binding on both parties. The costs of the arbitration shall be at the discretion of the arbitrator.

4. Fraudulent claims

If **you** make a request for payment under this policy knowing it to be fraudulent or false, or **you** ought reasonably in the circumstances to know it to be fraudulent or false, this policy will become void. The **insurer** will give **you** notice of termination, and following this termination no return of premium will be made. If a claim is tainted by fraud, **you** will forfeit the entire claim and will not be able to recover the part of the claim that genuinely would have been payable. Previous valid claims arising prior to the fraudulent act will be unaffected.

5. Statutory regulations

In all matters relating to the performance of this insurance contract, it is the responsibility of both **you** and **us** that we both respectively comply with all Acts of Parliament and with all orders, regulations and bylaws made with statutory authority by Government Departments or by local or other authorities. The cost of meeting the requirements of this clause will be payable by **you** and **us** in our own rights respectively.

6. Severability clause

If any term of this contract of insurance is to any extent invalid, illegal or incapable of being enforced, such term will be excluded to the extent of such invalidity, illegality or unenforceability; all other terms will remain in full force and effect.

7. Acts of Parliament

All references to Acts of Parliament in this policy shall include the equivalent laws in Scotland and Northern Ireland and shall include any subsequent amendments, re-enactments or regulations.

EXCLUSIONS APPLYING TO THE POLICY

1. The **insurer** will not pay claims arising from or caused by fire, smoke, lightning, earthquake, explosion, escape of water, storm, flood, theft, attempted theft, falling trees/branches or satellite dishes, malicious damage or vandalism, subsidence, heave or landslip;
2. Any claim which was not notified to **us** within 30 days of the date of event;
3. The **excess** which is payable by **you**;
4. Any amount exceeding the **claims limit** stated on **your Policy Certificate**;
5. Damage by any cause other than **accidental damage**;
6. Property owned by **you** or in **your** custody or control that does not belong to **your landlord**;
7. Damage whilst **your home** is **unoccupied** for 30 days or more;
8. Damage caused by deception unless deception is only used to gain entry;
9. Any claim that arises as a result of a deliberate action by **you** or anybody associated with **you**;
10. Damage caused by wear and tear, settlement, shrinkage, vermin, insects, damp, dry or wet rot, weather or atmospheric conditions or anything that happens gradually;
11. The process of cleaning, altering, repair or restoration;
12. Mechanical or electrical breakdown;
13. Loss of value;
14. Damage occurring after **you** have vacated the **home**;
15. Damage to **valuables** and **money**;
16. Damage to **vehicles and craft**;
17. Irradiation or contamination by nuclear material; or the radioactive, toxic, explosive or other hazardous or contaminating properties of any radioactive matter; or

any device or weapon which employs atomic or nuclear fission or fusion or other comparable reaction or radioactive force or matter;

18. Loss or damage caused by war, invasion, foreign enemy hostilities (whether war is declared or not), civil war, **terrorism**, rebellion, revolution, military force or coup, or confiscation, nationalisation, requisition, destruction of or damage to property by or under the order of any government, local or public authority;
19. Claims arising from any consequence, howsoever caused by computer viruses, including but not limited to a computer virus resulting in electronic data being lost, destroyed, distorted, altered or otherwise.

For the purposes of this policy, electronic data shall mean facts, concepts and information stored to form useable communications, interpretations, or processing by electronic or electromechanical data processing or other electronically controlled hardware, software and other coded instructions for the processing and manipulation of data, or the direction and manipulation of such hardware.

For the purposes of this policy, computer virus shall mean a set of corrupting, harmful, or otherwise unauthorised instructions or code, whether these have been introduced maliciously or otherwise, and multiply themselves through a computer system or network of whatsoever nature.

paymentshield.co.uk