

TERMS OF BUSINESS

The information printed on this certificate forms the basis of the insurance cover, please read through the whole Insurance Certificate and all the policy documents issued thoroughly. If any part of the Certificate is incorrect or inaccurate or you require further information, please contact Customer Services team on 0800 2944 546. Full details about the cover can be found in the policy wording; a copy of which would have been issued along with this certificate.

STATUS

We are City Landlord, a trading style of Home & Travel Limited, and are authorised and regulated by the Financial Conduct Authority (FCA). As scheme operators, we offer a range of insurance products from a number of specialist insurers.

OUR PROMISE

Our service includes arranging your insurance cover with your choice of one underwriter issuing you with the relevant detailed policy documents; assisting you with any queries that you might have regarding your cover, helping you with any changes that you have to make to your insurance certificate; including mid-term adjustments and cancellations. Our Claims Team are on hand to support you and work with the underwriters should a claim arise. We adhere to the FCA code of conduct and promise to treat all customers fairly. We will always act on your behalf when arranging and administering this insurance; it is our intention to provide you with a high level of service at all times.

All information given to us will be treated as private and confidential and will only be released with your consent or when we are obliged to do so by law.

CHARGES

In addition to premiums charged by insurers, administration charges may apply; if there are any other specific charges, you will be advised in advance. Commission is retained for cancellations. Unless otherwise agreed, we will only accept payment by credit/debit card or direct debit. If there are any other specific charges, you will be advised in advance.

In addition to policy fees, we may charge you for mid-term adjustments if there are changes to the underwriting risk.

PROTECTING YOUR MONEY

Prior to your premium being forwarded to the insurer, and for your protection, we hold your money as an agent of the insurer which means your policy is treated as being paid for. We also reserve the right to retain interest earned on this account.

By accepting this Terms of Business Agreement, you are giving your consent for us to operate in this way.

CUSTOMER PROTECTION INFORMATION

If you should wish to make a complaint, please do so by following our Complaints Procedure. In the first instance, you should contact us by telephone on 0800 2944 546 or in writing to The Business Exchange, 26/28 Hammersmith Grove, London W6 7BA with your complaint addressed to the Managing Director. Details on how to make a complaint can be found at the back of your policy booklet. You may be entitled to refer this to the Financial Ombudsman service. Further information is available at <http://www.financial-ombudsman.org.uk> or by contacting the consumer helpline on 0800 023 4567.

COMPENSATION ARRANGEMENTS

We are members of the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Further information about the compensation scheme is available at <http://www.fscs.org.uk>, or by calling the customer services team on 0800 678 1100.

CUSTOMERS DUTY TO GIVE INFORMATION

Consumers: You must take reasonable care not to make a misrepresentation to the insurer. This means that all the answers you give and statements you make as part of your insurance application, including at renewal and when an amendment to your policy is required, should be honest and accurate. If you deliberately or carelessly misinform the insurers, this could mean that part of or all of a claim may not be paid.

Commercial customers: If the insurance is arranged wholly or mainly for purposes related to your trade, business or profession you have a duty to disclose all material facts whether or not the insurer asks for specific information. This duty applies throughout the life of your policy, and when you renew your insurance. Material facts are any facts which may influence the insurer's decision to accept the policy and/or what terms are applied. Failure to disclose a material fact may invalidate your insurance and could mean that your claim will not be paid.

WITHHOLDING DOCUMENTATION

We may retain certain documents such as your insurance certificate whilst we are waiting for full payment of premium from you. We would not normally thereafter retain your documents unless you specifically request us to keep them for you. In these circumstances we will ensure that you receive full details of your insurance cover and will provide you with any documents which you are required to have by law.

PAYMENTS

Unless otherwise agreed, the insurance premium must be received in cleared funds through credit/debit card or direct debit payment. Where payment is by direct debit, instalments will be arranged through a separate premium credit company; there may be additional charges applied by the company; you will be informed when arranging the insurance and payment.

CLAIMS

In the event of a claim, please notify us on 0800 2944 546. When we receive notification of an incident that might give rise to a claim under your policy, we will inform the insurer without any unnecessary delay. We will notify you of any request for information we receive from your insurer. Claims must be notified within 30 days (except for Legal Expenses and Rent Guarantee and Legal Expenses Only Insurance Policies, which allow 45 days) of the incident occurring.

PROTECTING YOUR INFORMATION

All personal information will be treated as private and confidential (even when you are no longer a customer), except: where the disclosure is made at your request and/or with your consent and its relating to the administration of your insurance or where the law requires us to. Some or all of the information you supply to us in connection with your insurance, will be shared with other companies for underwriting, claims and premium collection purposes. Your data will be held in accordance with the Data Protection Act 1998, under which you have a right of access to see personal information that is held in our records, whether electronically or manually.

If you have any queries, please write to the Managing Director at The Business Exchange, 26/28 Hammersmith Grove, London W6 7BA

CANCELLATION POLICY

We hope you are completely delighted with your policy; however if you decide you do wish to cancel it, please contact us immediately. This will need to be done in writing to either info@citylandlord.co.uk or 27 Great West Road, Brentford, London, TW8 9BW. You have 14 days from the inception date of your policy, or from the day when you first receive your documents to decide if this product meets your needs. If you choose to cancel this policy within this period, and no claims have been made, we will issue a refund, charging only for time on cover. Cancellations made after 14 days of the inception date will be subject to a cancellation fee of up to £35 plus a pro-rata premium for time on cover. For example, if you pay £200 for a policy and cancel it half-way through the term you will be entitled to a refund of £100 for the unexpired portion of the policy less the cancellation fee of £35 (total refund in this instance would be £65). Please note any administration fees charged are non-refundable if cancelled after the 14 day cooling off period.

On certain policies, such as Legal Expenses & Rent Guarantee Insurance, there is no refund payable after the 14 days and no cancellation fee will be charged. Where this is applicable it would be highlighted in your policy wording.