

PROPOSAL FORM FOR RELOCATION PROFESSIONALS



Details

Business Name

Contact Name

Address

Postcode

Telephone

Email

Has your business been established for a minimum of 3 years? Yes No

Membership

Are you a member of the ARP? Yes No

If YES, please state type of membership Full Associate Affiliate

Company info

Would you consider yourself a:

Homesearch Agent Relocation Management Company Commercial Relocation Specialist

Name	Qualifications	Years of Experience

Has a partner or director been in this profession for more than three years? Yes No

Staff info

Please provide the total number of:

Professionally qualified technical staff (including years of experience)

Other technical staff

Administrative and secretarial staff

Do you use independent sub-contractors? Yes No

If YES:

a) What approximate percentage of your turnover %

b) What work do you sub-contract?

c) Do you ensure they have their own P.I. insurance? Yes No

Turnover

We need to know your turnover including fee income and where it comes from

Your turnover including Fee Income does not exceed £200,000 for your past financial year?

Yes No

Do you carry out any overseas work? Yes No

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Wageroll

We need to know your annual wageroll. Please fill out the table below

Current Year	Estimated Next Year
£	£

Contracts

Do you have standard written contract you always use with clients? Yes No

Please confirm that your largest fee (total fee from any one client or group) is less than £20,000 and less than 50% of your fee income Yes No

If you ever provide introductions between clients and solicitors or surveyors or financial advisors etc, do you always provide more than one option? Yes No

Do you always make it clear that it is an introduction only and ensure that the client contacts direct with them? Yes No

Would you ever purchase a property on behalf of a client without the client viewing it first? Yes No

If you ever bid for a property on behalf of a client, do you always agree in writing an exact upper monetary limit? Yes No

If you assist clients with understanding survey reports, do you provide a legal interpretation of the report or general comments? Yes No

Do you always advise that a surveyor should be instructed to advise on house valuations or rent levels? Yes No

Insurance

Do you currently have Professional Indemnity insurance? Yes No

If YES, what is the renewal date?

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If you currently have Professional Indemnity Insurance with someone other than Hiscox then please answer the following:

Name of Insurer

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Limit of Indemnity

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Excess

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Premium

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1) In relation to your professional business activities, are you after reasonable enquiry aware of any shortcoming in your work which could lead to claim against you or any loss from the suspected dishonesty or malice of an employee or self-employed freelancer?

Claims

This includes:

Yes No

- (i) a shortcoming known to you which you cannot reasonably put right.
- (ii) a complaint about your work or anything your client has supplied which cannot be immediately resolved.
- (iii) an escalating level of complaint on a particular project.

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2) Has any claim or loss, whether successful or not, ever occurred or been made against you or your predecessors in business, or any past or present partner, principal, director or employee in respect of any of the risks to be insured (whether previously insured or not)?

Yes No

Material Information

Please provide us with details of any other information which may be relevant to our consideration of your proposal for insurance. If you have any doubt over whether something is relevant, please let us have details

Do you envisage any material change to the company in the forthcoming year?

Cover options

For businesses with a fee income of less than £200,000.

Professional Indemnity	Limit of Indemnity	Negligence Only	Full Civil
Limit of Indemnity	£250,000	£250	£350
	£500,000	£330	£500
	£1,000,000	£430	£695
	£2,000,000	£700	£1,250
Employers Liability	£10,000,000		£30
General Liability	£1,000,000		£40
	£2,000,000		£95
Property Contents	£5,000		£90
Property away Laptops	£2,500		

Terms

All of the premiums exclude Insurance Premium Tax of 5% and apply only if you can honestly sign the statement of fact below. The premiums stated above represent premiums due for the first 12 months of a continuous policy of insurance. This is not an annual policy.

Business HR will also be available for all Full Civil policies taken.

- Policy excess - Professional Indemnity £500
 - General Liability £250
 - Property Contents & Laptops £250

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Declaration

1) I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of our proposal for insurance have been disclosed

2) I/We undertake to inform you before any contact of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance

3) I/We agree that this proposal form and all other written information which is provided are incorporated into and form the basis of any contact of insurance

Signature of Principle / Partner / Director

Date

A copy of this proposal should be retained for your records

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Feature	Portfolio PI	PI	Description of Cover
Any one claim limit	yes	no	The limit of indemnity applies to each and every claim.
Costs exclusive excess	yes	no	Costs, e.g. legal fees, incurred in the course of investigating or administering a claim are not included in the limit of indemnity.
Full civil liability	yes	no	If it's not excluded and you are liable in a civil court as a result of your advice or professional services then you are covered.
Negligent misstatement	yes	yes	Where a statement made by an agent of yours causes financial loss and is negligent.
Dishonesty	yes	yes	Where a third party brings claims for a financial loss caused by the insured's directors or employees' dishonesty.
Infringement of intellectual property rights	yes	yes	Claims arising as a result of the insured infringing intellectual property rights, e.g. copyright or trademarks, in the course of their business activities.
Defamation	yes	yes	Where the insured make a statement which lowers a third party in the estimation of the public. Also known as libel and slander.
Confidentiality	yes	no	Where the insured unintentionally divulges confidential information about their client.
Loss of documents	yes	yes	The loss of documents, artwork or data which is necessary to the insured's business activities.
Own losses (Fidelity)	yes	no	The insured suffers a financial loss as a result of the dishonesty of their employees or freelancers.
Full bodily injury exclusion	no	yes	Excluding all claims where someone suffers bodily or mental injury.
Mitigation of loss	yes	yes	To avoid a larger valid claim being made against the insured we may pay the insured and their subcontractors their outstanding fees.