

## Payment Method

I wish to pay the premium *(tick box)*

- Fortnightly** by Cash at any Post Office  
*(a swipe card will be sent to you with your policy booklet).*
- Monthly** by Cash at any Post Office  
*(a swipe card will be sent to you with your policy booklet).*
- Monthly** by Direct Debit *(please complete the Direct Debit form enclosed).*
- Annually** by Cheque, Postal Order or Debit/Credit Card  
*(both payable to: My Home Contents Insurance Scheme).*

### Only Fill In This Section If You Are Paying Annually Through Your Bank Credit/Debit Card

I hereby authorise **My Home** Contents Insurance Scheme to collect my annual premium through my Bank Debit/Credit Card.

**ACCESS**

**VISA**

**SWITCH**

Issue No.

Card No:

Expiry Date:

Signature(s):

Date:

**Now return the whole completed form to: My Home Contents Insurance Scheme, Freepost SL839, Maidenhead, SL6 7XL (no stamp required).**

**If you are paying the premium by Direct Debit don't forget to enclose your completed Direct Debit form.**

Underwritten by

**Allianz  Cornhill**

Allianz Cornhill Insurance plc is a general insurance company registered in England number 84638. Registered office: 57 Ladymead, Guildford, Surrey, GU1 1DB, United Kingdom.

Allianz Cornhill Insurance plc is a member of the Association of British Insurers and the Financial Ombudsman Service. Authorised by the Financial Services Authority, authorisation number 121849. This can be checked by visiting the FSA website at [www.fsa.gov.uk/register](http://www.fsa.gov.uk/register) or by contacting the FSA on 0845 606 1234.

# Important Notice

## 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 Allianz Cornhill.

## Insurance Administration

The insurer, its associate companies and agents may use the personal data that you supplied for the purpose of insurance administration. This data may be disclosed to the insurers, your intermediary and regulatory bodies such as the Financial Services Authority (FSA) for the purpose of administering and regulating your insurance. Your information may also be used for offering renewal, conducting research, statistical purposes and crime prevention. We may share these details with other insurance organisations (such as Loss Adjustors, or Investigators) to help handle claims. Your personal details may be transferred to countries outside the EU. They will at all times be held securely and handled with the utmost care in accordance with all principles of the UK law. We will store your details but will not keep them for longer than necessary. Under the terms of the data Protection Act 1998 you are entitled to a copy of all the information we hold about you for which we may charge you a fee.

## Credit Searches And Accounting

In assessing your application, the insurer may search files made available to it by credit reference agencies who may keep a record of that search. The insurer may also pass to credit reference agencies information it holds about you and your payments record. Credit reference agencies share information with other organisations, enabling applications for financial products to be assessed or to assist the tracing of debtors, or to prevent fraud. The insurer may ask credit reference agencies to provide a credit scoring computation. Credit scoring uses a number of factors to work out risks involved in any application. A score is given to each factor and a total score obtained. Where automatic credit scoring computations are used by the insurer, acceptance or rejection of your application will not depend only on the results of the credit scoring process.

## Sensitive Data

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

## Fraud Prevention, Detection And Claims History

Insurers pass information to the Claims Underwriting Exchange register, run by Insurance Database Services Ltd (IDS Ltd). The aim is to help us check information provided and also to prevent fraudulent claims. We may at any time search the register including when we deal with your request for insurance. Under the conditions of your policy you must tell us about an incident (such as fire or a theft) which may or may not give rise to a claim. When you tell us about an incident we will pass information relating to it to the database. We can supply more information on the database if you request it. You should show this notice to anyone who has an interest in property insured under this policy. Allianz Cornhill Insurance plc may seek information from other insurers and information agencies to check the information you may have supplied and Allianz Cornhill Insurance plc may provide the information you have supplied to other insurers for the same purpose.

## 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 a 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.

## Law Applicable To Contract

The law of England and Wales will apply to this contract. You should show these notices to anyone who has an interest in the property insured under the policy.

# National Housing Federation My Home Contents Insurance



## Application Form

### IMPORTANT INFORMATION FOR APPLICANTS

- This form details the information on which the contract of insurance is based.
- You must ensure that all questions have been fully completed and the answers are true and correct to the best of your knowledge and belief.
- You must ensure that all material facts are disclosed. A material fact is one that is likely to influence us in the assessment or acceptance of this risk. If you are in any doubt as to whether a fact is material, you must disclose it.
- If there are any inaccuracies or omissions let the Administrator know immediately.
- **FAILURE TO DO THIS MAY MEAN THAT YOUR POLICY BECOMES INVALID OR DOES NOT OPERATE IN THE EVENT OF CLAIM**
- You should keep a copy of all information and correspondence you supply to us in connection with your application. A copy of this form will be supplied on request for a period of three months after its completion.
- A copy of the Policy Wording is available on request.
- You are not covered until your application has been accepted by Allianz Cornhill Insurance plc or the Administrator.

Please return the whole completed form including the box marked  
Payment Method to:

**National Housing Federation My Home Contents Insurance Scheme**  
Freepost SL839, Maidenhead  
SL6 7XL, (no stamp required)

Alternatively you can contact us on 0845 337 2463  
to arrange immediate cover.

## Personal Details

**PLEASE USE CAPITAL LETTERS WHEN FILLING IN THIS FORM**

Name of your housing organisation \_\_\_\_\_

Full names (Mrs/Ms/Miss/Mr/other)

(Joint tenants + Co-habitees must be named) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone no. \_\_\_\_\_

Date of birth \_\_\_\_\_

Your job \_\_\_\_\_

Contents sum insured required £ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where did you hear about this insurance scheme?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

This policy is underwritten by Allianz Cornhill Insurance plc a general insurance company registered in England number 84638. Registered office: 57 Ladymead, Guildford, Surrey, GU1 1DB, United Kingdom.

Allianz Cornhill Insurance plc is a member of the Association of British Insurers and the Financial Ombudsman Service. Authorised by the Financial Services Authority, authorisation number 121849. This can be checked by visiting the FSA website at [www.fsa.gov.uk/register](http://www.fsa.gov.uk/register) or by contacting the FSA on 0845 606 1234.

### For Office Use Only

Area \_\_\_\_\_ Premium £ \_\_\_\_\_ Certificate number \_\_\_\_\_

Input Date \_\_\_ / \_\_\_ / \_\_\_ Sent Date \_\_\_ / \_\_\_ / \_\_\_

# To Be Answered By The Applicant

**PLEASE ANSWER ALL THE QUESTIONS BELOW.  
WE CAN ONLY CONSIDER YOUR APPLICATION ONCE ALL  
THESE QUESTIONS HAVE BEEN ANSWERED.**

(Please tick the correct box in answer to the questions below)

- |  | <b>Yes</b>            | <b>No</b>             |
|--|-----------------------|-----------------------|
| 1. Is your home self-contained with its own separate lockable front door?  | <input type="radio"/> | <input type="radio"/> |
| 2. Is this property your permanent home and occupied only by yourself and members of your immediate family normally living with you? | <input type="radio"/> | <input type="radio"/> |
| 3. Does the amount of insurance you have chosen cover the full cost of replacing all your household goods and personal belongings?   | <input type="radio"/> | <input type="radio"/> |

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).

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- |   | <b>Yes</b>            | <b>No</b>             |
|---|-----------------------|-----------------------|
| 4. Do you regularly leave your home empty or unattended for more than 30 days?                                | <input type="radio"/> | <input type="radio"/> |
| 5. Is your home used for running a business?  | <input type="radio"/> | <input type="radio"/> |
| 6. Have you or anyone living with you ever been refused insurance or had special terms imposed by an insurer? | <input type="radio"/> | <input type="radio"/> |

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).

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- |  | <b>Yes</b>            | <b>No</b>             |
|--|-----------------------|-----------------------|
| 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? | <input type="radio"/> | <input type="radio"/> |

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? \_\_\_\_\_

- |  | <b>Yes</b>            | <b>No</b>             |
|--|-----------------------|-----------------------|
| 8. Have you or anyone living with you ever been convicted or charged with any offence, other than driving offences, or is any prosecution or police enquiry pending? | <input type="radio"/> | <input type="radio"/> |

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

Date of conviction or charge? \_\_\_\_\_

Nature of offence? \_\_\_\_\_

Penalty received (fine, custody etc.)? \_\_\_\_\_

# Declaration

**PLEASE READ THE DECLARATION BELOW CAREFULLY BEFORE SIGNING IT**

(to be completed after entering the information requested opposite and overleaf)

1. I/We agree to advise the Company if any of the answers given above should change.
2. I/We declare that the information given is true and complete and that no material facts have been withheld or omitted whether the subject of a specific question or not.
3. I/We declare that we understand the contents of this completed application including the important information for applicants at the start of this form.
4. I/We declare that Allianz Cornhill may contact my/our present insurer for further information.
5. I/We undertake to pay the premium when called upon to do so.
6. Failure to disclose all relevant facts could invalidate all or part of your policy. If you are in doubt as to whether certain facts are relevant or not, please contact National Housing Federation **My Home** Contents Insurance Scheme Freepost SL839, Maidenhead, SL6 7XL (no stamp required) or telephone 0845 337 2463. In particular you should disclose any facts that would influence an insurer in the assessment and acceptance of the risk.
7. I/We understand that the information on this form and information about any incident I/we may give details of may be passed to IDS Ltd so that they can make it available to other insurers. I/We also understand that, in response to any searches that may be made in connection with this application or any incident I/we have given details of, IDS limited may pass my/our insurers information it has received from other insurers about other incidents involving anyone insured under the policy.

## 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 30 consecutive days you will have to advise the insurer in writing.

Signature(s)

Joint tenants and co-habitees must both sign

Signature(s)

Joint tenants and co-habitees must both sign

Date