

Claim form for London Borough of Hounslow Leaseholder Scheme

Please complete this form and email or post it to the address below:

Address: QuestGates Limited, Benchmark House, Folds Point, Folds Road, Bolton, BL1 2RZ

Email: tpasolutions@questgates.co.uk

Tel: 01204 860427 (between 9am & 5pm) 0121 411 0535 (out of hours)

Leaseholder Name:	Policy No:
Full Loss Address:	Postcode:
Correspondence Address, if different from Loss Address:	Postcode:
Contact Person:	Contact Number:
Email Address:	
If we require a Loss Adjuster to attend please provide the contact name and No. of the persons with whom they will need to arrange a site visit:	
Name:	Tel:
Use of Property: Owner Occupied / Let out	
If let out, what is property used for i.e. Any business use:	
Age & Construction of Property:	
Any access issues to property:	
Date of Incident:	
Cause of Damage	
Extent of Damage including Dimensions of the rooms affected	
Has the cause been rectified?	
If the Claim involves an outbuilding, does this form part of the demised premises and are you responsible for insuring:	
Has a third party caused the damage?	
If so please provide name and contact details if available:	
Alternative Insurance - Please provide the details of any other Insurance in place – i.e. tenant's contents	
Was the Property Occupied at Date Of Loss?	

Is the Property Occupied at present?

If 'No' advise the date the property was last Occupied:

Will the claim involve Loss of Rent or Alternative Accommodation: Yes / No

Reasons why this is required:

(If you answered 'Yes' to the above, the claim must be submitted immediately along with a copy of the lease/tenancy agreement and proof of the last 6 months rental payments)

PLEASE PROVIDE PHOTOS OF THE DAMAGE

For Theft/ Vandalism or Fire we require the FULL ADDRESS of Police Station/ Fire Brigade:

Address:

Date Notified:

Crime Ref. No

***PLEASE PROVIDE 2 QUOTES FOR REPAIR AND PHOTOGRAPHS OF THE ROOMS AFFECTED**

Estimated repair cost - please indicate

£0 - £5,000 () £5,001 - £10,000 () £10,001 - £25,000 () Over £25,000 () Over £100,000 ()

Name:

Date: