

Your Insurance Health Check Checklist

Please print and fill out the form, returning it and any further information to:

By Post: Midway Insurance Services Ltd, 6 Station Close, Potters Bar EN6 1TL

By Email: info@midway.co.uk

No.	Document/information needed	Answer / attached	Notes
1	✓ A typical lease		Please provide a typical lease for the building in pdf or Word format
2	✓ Confirmation of client name (the insured)		Please provide confirmation of the freeholder's or management company/RTM company name, if applicable
3	✓ No. of blocks / flats		Please confirm the number of individual blocks and flats in total. And if there are any other parts of the development that need cover (e.g. garages), please let us know. A plan of the development might be handy to have.
4	✓ Claims history		Please provide a claims history (5 years ideally)
5	✓ Current buildings insurance schedule		Please provide a schedule that shows the sums insured, liability limits and premium

6	✓ Current terrorism insurance schedule		Please provide a schedule that shows the sums insured, liability limits and premium
7	✓ Statement of fact		This should confirm if the building has concrete or timber floors
8	✓ Full policy wording		
9	✓ No. of storeys		Please include basement if applicable
10	✓ Copy of the latest RCA		RCA = reinstatement cost assessment (insurance valuation).
11	✓ Is this policy part of a block policy?		(Y/N)
12	✓ Commission details		Please provide if you are able
13	✓ Current D&O schedule		
14	✓ Current engineering insurance/inspection schedule with confirmation of plant		e.g. 2 lifts, 1 communal boiler
15	✓ Confirmation if legal expenses cover is in place		
16	✓ Space for further information		