

SCHEDULE

Regulation 4

FORM OF NOTICE OF COVER

COMMONHOLD AND LEASEHOLD REFORM ACT 2002

Notice of Cover

To *[insert name and address of landlord]*

1. I am the tenant/We are the tenants of the house at *[insert address]*.
2. The house is insured under an insurance policy issued by *[insert name of insurer and its registered office or, if the insurer has no registered office, its head office]* who is an authorised insurer within the meaning of section 164 of the Commonhold and Leasehold Reform Act 2002.
3. The policy number is *[insert number]*.
4. *The risks covered by the policy are: *[list the risks covered]*.
OR
* The risks covered by the policy are set out in the pages attached to this notice *[attach a copy of the relevant pages from your insurance documents]*.
- * Delete as appropriate.
5. The amount of the cover (the sum insured) is £ *[insert amount]* and it is provided for the period beginning on *[insert date on which cover begins]* and ending on *[insert date on which cover ends]*.
6. Premiums are payable *[state how frequently premiums are payable e.g. annually, monthly]*.
7. The amount of the excess under the policy is £*[insert amount]*. [It is payable whenever the insurer makes a payment under the policy.] [It is payable in the following circumstances:]
(Delete this paragraph if no excess is payable. If an excess is payable every time that the insurer meets a claim under the policy, delete the third sentence. If an excess is payable only in certain circumstances, delete the second sentence and specify the circumstances here. If different amounts are payable in different circumstances, give details here.)
8. The policy has been renewed and was last renewed on *[insert date]*.
OR
The policy has not been renewed and took effect on *[insert date]*.
(Delete the statement that does not apply.)
9. I am/We are satisfied that the policy covers my/our interests.
10. [I/We have no reason to believe that the policy does not cover your interests.]

[signature]

[insert date]