



Property
Property
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Property Owners Select

Policy Overview



Introduction

Allianz Cornhill is one of the UK's leading insurers, focused on servicing the general insurance needs of UK businesses. As part of Europe's largest insurer we provide you with the peace of mind that comes from dealing with one of the most financially secure insurers.

Our professional, efficient and friendly people are committed to provide you with a high quality service.

In the event of having a claim, you will be in good hands. Our professional teams of claims handlers will deal with your loss promptly and seek flexible solutions to get your business back to full strength as soon as possible.

What is Property Owners Select?

The Property Owners Select Policy has been designed to specifically meet the needs of Commercial Property Owners. The policy is underwritten by Allianz Cornhill.

The policy wording is modern, up to date and offering covers specifically required by Property Owners. Property Damage and Legal Expenses are compulsory sections of cover.

This document provides a summary of the main policy benefits, terms and conditions only. For full details please refer to the policy document, a copy of which is available on request. Your insurance adviser or local Allianz Cornhill office will be pleased to explain the policy cover in more detail.

Risk Management

Whilst insurance cover can compensate for financial loss arising from damage to property or injury to personnel, it does not compensate for the inconvenience that can be caused in the disruption to your business and the time spent in resolving the loss.

There are a wide range of measures which can be introduced as part of a risk management or loss prevention programme to reduce the chances of loss or damage.

A Risk Management Guide is available giving Property Owners advice and guidance on ways of minimising such losses.

For a copy, please contact your insurance adviser or local Allianz Cornhill office.

Covers Available

Property Damage - Compulsory Cover

Cover for damage to the properties including buildings and contents of common parts on an “All Risks” basis.

Standard cover includes:

- Fire, Lightning, Explosion
- Aircraft
- Riot and Civil Commotion or Malicious Persons
- Earthquake
- Subterranean Fire
- Storm or Flood
- Escape of Water from any tank, apparatus or pipe
- Impact by any road vehicle or animal
- Theft
- Accidental Damage
- Subsidence

Extensions included:

- **Day One Reinstatement**
An automatic increase of 30% will be added to the Declared Value to allow for inflation during the period of insurance. The Declared Value is the cost of rebuilding or replacing the property on the first day of the period of insurance.
- **Index Linking**
The sum insured can be adjusted to take into account inflation, and will be automatically increased at each renewal date.
- **Sprinkler Installation Upgrade Costs**
Additional costs of upgrading sprinkler installations if required by us following a loss.
- **Alterations and Additions**
Alterations, additions and improvements to existing premises or any newly acquired properties up to £2m or 20% of the total sum insured, whichever is the less.

- **Intention to Insure**

Inadvertently omitted property up to an amount of £2m.

- **Removal of Debris**

Cover extends to include irrecoverable costs in removing debris of tenants contents following damage up to an amount of £5,000.

- **Locks and Keys**

The cost of replacing locks or keys following theft up to £5,000.

- **Landscaped Grounds**

Damage to landscaped grounds as a consequence of damage to the property insured up to an amount of £25,000.

- **Metered Supplies**

Loss of water, gas electricity or other supply charges up to a limit of £25,000.

- **Unauthorised Use of Supplies**

The unauthorised use of electricity, gas, water or other metered supplies is covered up to an amount of £25,000.

- **Trace and Access**

Costs incurred in tracing the source of damage to water pipes and underground services belonging to the property insured up to an amount of £10,000.

- **Tree Felling and Lopping**

The cost of lopping or felling trees which are an immediate threat to life or damage to the property up to an amount of £5,000.

- **Removal of Wasps and Bees Nests**

Cost of removing wasps or bees nests up to an amount of £500.

- **Contractors Interest**

We agree to note the interest of any contractor or sub contractor subject to any contracts valued at £250,000 or above being advised to us prior to the commencement of work.

Covers Available (Continued)

- **Alternative Residential Accommodation**
The cost of providing alternative accommodation for residential portions of the premises. Up to 20% of the sum insured of the premises or portion of premises damaged.
- **Contract Works**
Cover for Buildings and Contents of any permanent or temporary works undertaken as part of a Contract which you are responsible under the terms of the Contract up to an amount of £250,000 any one contract.
- **Damage Following Theft**
Should buildings not be insured by this section we will pay the costs which you are responsible for to repair damage caused as a result of theft or attempted theft.
- **Excess:**
 - Subsidence £1,000
 - All Other Damage £250

Loss of Rental - Optional Cover

Loss of rental income following damage to the buildings and or contents, on an "All Risks" basis.

Standard cover

Follows that of the Property Damage section.

Extensions included:

- **Rent Reviews**
Increase in rental income following a rent review is given subject to a maximum paid for any one claim being 200% of the total sum insured for Rent.
- **Alterations and Additions**
Increase in rental income following alterations, additions and improvements or newly acquired premises up to £500,000 or 20% whichever is less.

- **Intention to Insure**
Rent in respect of inadvertently omitted property up to an amount of £500,000 any one property.
- **Managing Agents Premises**
Cover is given if there is interruption or interference to the business as a result of property damage at the premises of the managing agent. Limit 10% or £500,000 whichever is the less.
- **Denial of Access**
Prevention of access to the premises.
- **Loss of Attraction**
Loss of rental income resulting from the loss of potential tenants following damage to other premises in the vicinity. Limit 5% or £250,000 whichever is the less.
- **Supply Undertakings**
Damage to premises where you obtain electricity, gas, water or telecommunications services.
- **Infectious and Contagious Diseases**
Interruption to the business as a consequence of a Notifiable Disease. Maximum any one claim £250,000 subject to a 3 month indemnity period.
- **Book Debts**
Cover is provided for outstanding debit balances that cannot be collected because the records have been damaged or destroyed. Limit £25,000.

Terrorism Cover

The cover given by this policy excludes cover in respect of damage or consequential loss caused by acts of terrorism.

If you require cover in respect of Property Damage or Loss of Rent caused by acts of terrorism, please contact your insurance adviser.

Covers Available (Continued)

Property Owners Liability - Optional Cover

Provides cover in respect of all sums which you become legally liable to pay as compensation to third parties for accidental injury or damage.

Standard cover includes:

- **Standard Limit of Indemnity £2m**
Higher limits are available on request
- **Data Protection Act**
Sums which you become legally liable to pay as compensation under the 1998 Act. Limit £250,000
- **Defective Premises Act 1972**
Legal liability arising out of any premises or land disposed of by you.
- **Consumer Protection and Food Safety Acts - Legal Defence Costs**
Legal costs and expenses in connection with the defence of any criminal proceedings brought against you under:
Consumer Protection Act 1987
Food Safety Act 1990
- **Court Attendance Compensation**
Covers attendance as a witness in connection with a claim.
Compensation for each day of attendance:
Director/partner £250
Employee £150
- **Contractual Liability**
Liability arising from your contractual obligations
- **Legionellosis Liability**
Cover is extended to include pollution or contamination of Legionella subject to a limit of £1m.

Employers Liability - Optional Cover

Provides cover for damages, legal costs and expenses for which you are legally liable in respect of bodily injury or disease to employees.

Standard cover includes:

- **Standard Limit of Indemnity £10m**
Higher limits may be available on request
- **Health and Safety at Work - Legal Defence Costs**
Cover is provided for legal defence costs arising out of the Health & Safety at Work Act 1974
- **Unsatisfied Court Judgements**
Covers payment of court judgements obtained by employees against third parties for injury sustained at work, if the judgement remains unsatisfied.
- **Court Attendance Compensation**
Covers attendance as a witness in connection with a claim.
Compensation for each day of attendance:
Director/partner £250
Employee £150

Terrorism Exclusion

The policy will exclude cover for Terrorism except for:

- Employers Liability where cover is limited to £5m
- Property Owners Liability where a limit of £5m will apply unless a lower Limit of Indemnity is shown in the policy schedule

Covers Available (Continued)

Legal Expenses

Provides you with advice and protection for the professional costs and expenses of legal action which may arise.

Standard cover (compulsory) includes:

- **Legal Advice**
Access to Lawphone which provides advice on all business related legal matters 24 hours a day, all year round.
- **Prosecution Defence**
Costs of defending your legal rights after an event which results in criminal proceedings. Limit £50,000
- **Property**
Payment of legal fees to pursue compensation for damage to your property. Limit £50,000.

Extensions available:

Option 1 - In addition to Standard Cover

- **Employment Contract**
Costs of defending your legal rights in a dispute with an employee over a contract of employment and any award

the court or tribunal orders you to pay as a result. Limit £50,000 (including up to £25,000 for the award)

- **Commercial Tenancy Disputes**
Costs in taking legal action over a tenancy agreement - limit £50,000
 - **Tax & VAT**
Costs to appeal against a decision by the Inland Revenue or HM Customs and Excise. Limit £25,000
 - **Licence Protection**
Costs of defending your legal rights relating to withdrawing, restricting or suspending your business licence.
 - **Jury Service**
Any shortfall in your salary or wages as a result of attending jury service. £100 per day maximum 20 days
 - **Personal Injury**
Costs of taking legal action against another person who causes death or bodily injury to you.
- Option 2 - In addition to Standard Cover and Option 1**
- **Residential Lettings**
Costs in respect of letting disputes for all residential properties. Limit £25,000.

Additional Information

Property Management System

To enable you to manage your tenant's insurance arrangements, we can provide you with a system that will produce:

- an individual tenants Certificate of Cover
- an apportionment of premium by tenant
- a summary of a tenant's premium apportionment

For details please contact your insurance adviser or local Allianz Cornhill office.

Help Lines

Lawphone 0870 2414140

Access to a free Legal Advice line for all business related legal matters 24 hours a day, all year round.

Solaglas 0800 474747

24 hour Glass replacement available to you and your tenants.

Additional Information (Continued)

Notifying a Claim

If an accident, loss or damage occurs or any circumstances arise which may cause a claim to be made:

- You should notify your insurance adviser (or alternatively you can contact us at one of our claims handling offices):
 - promptly, if an incident occurs that may lead to you making a claim
 - immediately, in the event of a serious accident, loss or damage
 - please provide your policy number and as much information as possible about the claim

Legal Expenses Claims

If you need to make a claim under this section the following claims handling office should be used:

Allianz Cornhill Legal Protection

Redwood House
Brotherswood Court
Great Park Road
Bradley Stoke
Bristol, BS32 4QW
UK
Tel: 0870 241 4140

Allianz Cornhill Claims Handling Offices

Birmingham

PO Box 11309
Birmingham, B37 7WZ
Tel: 0845 071 5151

Bristol

PO Box 2198
Bristol, BS99 7LH
Tel: 0845 071 2121

Glasgow

PO Box 26725
Glasgow, G2 5YB
Tel: 0845 071 2727

Leeds

PO Box 564
Leeds, LS1 4WJ
Tel: 0845 071 0347

Manchester

PO Box 361
Manchester, M50 3YZ
Tel: 0845 071 0340

Milton Keynes

PO Box 5525
Milton Keynes, MK9 2XR
Tel: 0845 071 0335

Woking

PO Box 952
Woking GU21 6XQ
Tel: 0845 071 9191

Additional Information (Continued)

Law Applicable & Policy Language

Unless agreed otherwise we will apply English Law. The language of the policy and all communications with you will be in English.

Would I receive compensation if Allianz Cornhill were unable to meet its liabilities?

In the event that Allianz Cornhill is unable to meet its liabilities you may be entitled to compensation from the Financial Services Compensation Scheme. Full details are shown in the policy wording a copy of which is available on request.

How do I make a complaint?

If you have a complaint about anything other than the sale of the policy please contact our Customer Satisfaction Manager at:

Allianz Cornhill Insurance PLC,
57 Ladymead,
Guildford, Surrey,
GU1 1DB.

Alternatively phone: 01483 552438

If we are unable to resolve the problem we will provide you with information about the Financial Ombudsman Service.

Full details of our complaints procedure will be found in your policy documentation.

Policy Limits

Higher limits may be available on request. Please ask your insurance adviser for details.

Employers Liability Certificates

The Employers Liability (Compulsory Insurance) Regulations 1998 lay down certain obligations for employers and in particular you should be aware of the following:

- **Display of Certificates**

Allianz Cornhill will provide you with a Certificate of Employers Liability Insurance and this will clearly state the companies covered by the policy. You must display a copy of the certificate at each business premise where your employees can see it easily.

- **Retention of Certificates**

You must retain copies of Certificates that have expired for at least 40 years. This is because certain claims e.g. industrial disease, could be made many years after the disease is caused. This requirement applies to policies that were in force on 31st December 1998 or later.

Please Read the Policy

Please read the policy and the policy schedule carefully and make sure that it meets your needs and that you understand its terms, conditions, limits and exclusions.

If you wish to change anything or if there is anything you do not understand please notify your insurance adviser or the Allianz Cornhill office that issued your policy. If you fail to notify us your policy may not operate or not operate fully.

Additional Information (Continued)

Data Protection Act

Your information will be used for general insurance administration purposes, for research and statistical purposes, and to search the files of credit reference agencies who may keep a record of the search. We may also share information with other insurance organisations to prevent fraud. We will store your details on computer but for no longer than necessary. 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 UK law. Unless you ask us not to, we may also use the information to keep you informed about products and services that may be of interest. You are entitled on payment of a fee, to a copy of all the information we hold about you.

You should let us know if you think that any information we hold about you is inaccurate, so that we may correct it.

Terrorism Cover

In addition to the cover automatically provided, the Property Damage and Loss of Rent sections of the policy can be extended to provide Terrorism cover for an additional charge. For further information contact your insurance adviser.

www.allianzcornhill.co.uk

Allianz Cornhill Insurance plc. Registered in England number 84638
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Allianz Cornhill Insurance plc is a member of the Association of British Insurers and the Financial Ombudsman Service.

Allianz Cornhill is authorised and regulated by the Financial Services Authority, registration number 121849.

This can be checked by visiting the FSA website at www.fsa.gov.uk/register or by contacting the FSA on 0845 606 1234.