

Appendix 11

INSURANCE PROCEDURES

- 1 Insurance incidents of accidental, malicious and extreme weather condition damage to buildings are claimed to comply with the current building insurance policy.
See summary of cover under building policy currently arranged by the Association's insurers corporate risks.
 - 2 All claims should be notified within a **30 day** period. Only damages over the value of the £100 excess will be claimed.
 - 3 Claims made for void properties exclude loss or damage to properties unoccupied for 90 consecutive days or more. No claims unless the empty procedures are full adhered to.
 - 4 If the claim is likely to exceed £4,000 the claim must be notified immediately to comply with the insurance company policy. A Loss Adjuster may then be appointed.
 - 5 The claim is recorded on the insurance data file detailing the following:
 - a) Claim reference number
 - b) Date damage reported
 - c) Date reported to police (if applicable) including crime reference number.
 - d) Address where damage occurred
 - e) Description of damage
 - f) Amount of claim
 - g) Date claim sent and amount paid (Finance Section)
 - 6 The claim can only be completed when the contractor's invoice has been processed and then a copy is attached to the final claim form.
 - 7 Insurance cover and premiums will be reviewed annually and will comply with current tender procedures.
 - 8 All claims are monitored and subject to a Management Committee control report.
- NB** See Maintenance Contractors Conditions of Contract 3a) and b) regarding Public and Employers Liability Insurance.