

PROPERTY OWNERS CERTIFICATE

This is to certify that the property detailed below is insured in accordance with the details contained herein

The Policy Holder	Portman Mansions Management Ltd & Portman Mansions Residents Company Ltd		
Insured Location	Chiltern Street/Porter Street, London W1M		
Insurers	Aviva Insurance Allianz Insurance – Excess Public Liability Only		
Policy No	Aviva Insurance - 100509370 CPO Allianz Insurance – 24/SZ/27271400/06		
Period of Insurance	30 June 2017 to 29 June 2018		
Risk Details	“All Risks” of Physical Loss or Damage including Theft, Breakage of Fixed Glass, Accidental Damage, Subsidence, and Terrorism		
Cover	Buildings Declared Value	£67,965,439	Subject to Day One 125%
	Buildings Sum Insured	£84,956,799	
	Loss of Rent/Service Charge	£120,000	Indemnity Period - 36 Months
	Property Owners Liability	£20,000,000	for any one event
Excess	£1,000 Subsidence, £1,000 Escape of Water, £350 Any Other Loss		
Annual Premium	£78,389.79 inclusive of IPT		
Material Facts	You must disclose all material facts or changes in the risk to us, in writing. Failure to do so may invalidate the policy. A material fact is one that may affect insurers’ assessment and acceptance of the risk. If you are in any doubt as to whether any fact is material please contact us.		
Interested Parties	The Insurer agrees that the interest if any Freeholder Lessee Under lessee and/or Mortgage in respect of Buildings insured by this section and which attached before the happening of any damage shall be automatically noted in this insurance if request by the Insured but on to the extent that such interest is not otherwise Insured and subject to their identity being disclosed in writing to the Insurers by the Insured in the event of damage.		

Errors & Omissions Excepted. This summary is not intended to provide a full description of policy terms, exceptions, exclusions or conditions. If further information is required, please refer to Berkeley Insurance Group.

UNOCCUPIED PREMISES

If a property becomes unoccupied in whole or in part, the following precautions should be undertaken whenever possible:-

- Carry out internal and external inspections of the buildings at least every 7 days
 - (i) maintain a weekly log of such inspections
 - (ii) as soon as possible, repair or arrange to be repaired, any defects found
 - (iii) carry out a monthly management check of the weekly inspections log
- Remove all waste, combustible materials and gas bottles, either within or outside the buildings, from The Premises
- Securely lock all external doors, close and secure all windows and secure and seal all letter boxes and openings
- Turn off all sources of power and fuel and wherever possible chain and padlock the isolation valves

However,

- (1) where the buildings are protected by an Intruder Alarm System, sufficient power should be provided to maintain the system in efficient working order with existing central station connections being maintained and existing maintenance contracts continued
- (2) where the buildings are protected by a wet sprinkler installation, provide sufficient heat to prevent freezing or bursting of the sprinkler installation
- (3) From 1st November to 31st March either the central heating system to be kept in full working condition with controls set and maintained at an adequate level to prevent freezing and water pipes, storage tanks, cisterns in unheated or exposed parts of the building to be adequately lagged to reduce the risk of freezing. Alternatively turn off the water supply and drain all water systems except sprinklers and wherever possible chain and padlock the isolation valves
- (4) Portable heaters should be removed from the premises
- (5) Storm water drainage and valley gutters must be inspected and cleaned as soon as the property becomes unoccupied and annually thereafter
- (6) Advise Us immediately if the buildings are to be occupied by contractors for renovation, alteration or conversion purposes or if the buildings are to become occupied or used

Contact at Berkeley Insurance Group:

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