

Your House/Home Plus Application Form

Home insurance



Protecting your home and much, much more

Aviva offers a choice of two different home insurance policies: **Your House** and **Home Plus**.

Whichever you have chosen, both offer high quality insurance cover and service. Your insurance adviser will have helped you select the policy that's right for you and your home. Here's a quick guide to the differences between the two policies, so that you can check you're applying for the right one.

Your House – for people who:	Home Plus – for people who:
are unsure of their Contents sum insured	know their sums insured
believe they have no more than £75,000 Contents sum insured	want Buildings only, Contents only or combined Buildings and Contents cover.
have a house of standard construction	
have up to 4 bedrooms	
want Contents only or combined Buildings and Contents. Buildings only may be available, please check with your insurance adviser if this is an option open to you.	

Please tick which policy you have chosen Your House Home Plus

How to complete your application form

- As two different products are covered within this form, you will not need to answer every question.
- Pages 2-5, then 8-13 must be read and completed by **all** applicants.
- If you've selected Your House, also complete page 6.
- If you've selected Home Plus, also complete page 7.
- There are notes on each page to help you through which questions to answer and which to leave out.
- Please complete in BLOCK CAPITALS. Tick boxes and circle answers as appropriate.
- Please complete all questions relevant to you in full and return to your insurance adviser.

Important customer notes

1. Wherever we ask questions on this application form about you or any person to be insured, we mean you, your domestic partner/joint proposer, and any members of your family or families permanently living with you.
2. The property of any other person in the home will NOT be covered, unless that person is a member of the proposer's family permanently living at the address of the property to be insured, or is named as a joint proposer.
3. Please keep your own copy of all information supplied to us as part of this contract, including letters.
4. A copy of this application form will be sent to you, on request, within three months of its completion.

For agency use only

Agency Agency ref. Policy no./Quote ref.

Is this application (please tick):

a quotation? new business? change of address? adjustment? second home (UK only)?

For second home (UK only) state main Home Plus policy number

Complete for Your House and Home Plus

Date cover required from

Cover will not become effective until this application form is accepted on behalf of Aviva.
The policy will be renewable annually.

Your personal details

	You	Your domestic partner/joint proposer
Title Mr/Mrs/Miss/Ms/Dr/Other (please specify)	<input type="text"/>	<input type="text"/>
First name(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth (dd/mm/yy)	<input type="text"/>	<input type="text"/>
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home telephone number	<input type="text"/>	<input type="text"/>
Work telephone number	<input type="text"/>	<input type="text"/>
Mobile telephone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
Occupation/profession	<input type="text"/>	<input type="text"/>
Is the policy required in joint names?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Your property details

Address of property to be insured (for Your House this must be your permanent residence)	<input type="text"/>	<input type="text" value="Postcode"/>
Postal address if different to address of property to be insured	<input type="text"/>	<input type="text" value="Postcode"/>
Number of bedrooms†	<input type="text"/>	†A bedroom is a room used as, or originally built to be, a bedroom, even if now used for other purposes.
Approximate year the home was built	<input type="text"/>	

Residence use

Is the home your main or permanent residence? Yes No

If you have answered 'no', you are only eligible for Home Plus and should tick the relevant box below.

For second home (UK only) Weekend home Weekday home Holiday home Other* (see opposite)

Ownership

Is the home: owned on a mortgage? owned outright? rented from the Local Authority? rented from private landlord?

rented furnished? rented unfurnished? let furnished (Home Plus only)? let unfurnished (Home Plus only)?

other* (see opposite)?

Is the home usually occupied/attended during daytime working hours? Yes No

Property details

Is the home: detached? mid-terraced? end-terraced? semi-detached? other*?

Please indicate the type of property House Bungalow Self-contained flat (ground floor)† Self-contained flat (other floor)†

Self-contained maisonette Other*

†A self-contained flat has no shared facilities (kitchen, toilet, bathroom etc.) and has its own lockable entrance door from street, hall or landing.

Complete for Your House and Home Plus

Property details, continued

What are the walls constructed of? Brick, stone or concrete Granite or sandstone Other*

What is the roof constructed of? Slates, tiles, asphalt, concrete or metal Thatch Other*

Is the home a listed building and graded? Yes No If 'yes', is it Grade 1? Grade 2?

Does the home have patio doors? Yes No

Is the property used for business purposes? Yes No

Do you, your domestic partner/joint proposer or anyone permanently residing with you, smoke? Yes No

Total number of occupants permanently residing at the property

Number of occupants under age 18

The following question is only applicable to Home Plus.

If paying guests (including lodgers) stay with you, state maximum number at any time

*If you have answered 'other' or ticked a shaded box for any of the property details questions, please give full details below (please complete a separate sheet if necessary).

Other insurance details

Have you previously had a home insurance policy? Yes No

If 'yes', please provide full details below.

Please state the name of your present/previous home insurers and policy number(s) here:

Company	Policy number	Type (e.g. Contents)	Years with company	Cancellation/expiry date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(dd/mm/yy)

We reserve the right to contact your previous and/or present insurer(s) for further details of your insurance history.

How do you pay for your home insurance? Annually Monthly Quarterly Free insurance Not previously insured

Do you, or any person to be insured, have an existing Aviva motor insurance policy through an insurance adviser? Yes No

If 'yes', please write your policy number here as you may qualify for a discount

Complete for Your House and Home Plus

Your loss history

Have you, or any person to be insured, or the property to be insured, suffered any loss, damage, injury or liability in the last five years (whether insured or not) from any of the events to be insured by this policy?

Yes No

If 'yes', please provide full details below.

A specimen copy of the policy, which details the events to be insured against, is available on request from your insurance adviser.

Type of claim (e.g. Theft, Fire, Liability etc.)	Policy cover section (e.g. Contents, Buildings)	Date (dd/mm/yy)	Amount of claim (£)	Claim settled? (Yes/No)

Brief description of claim:

Security

Minimum security

Cover in some postcode areas is acceptable only if your home meets certain standards of door and window security.

Please ask your insurance adviser if your postcode falls within a minimum security area. If it does, please answer the following questions.

Does the home have the required door and window locks fitted?

(Please refer to your insurance adviser for details of the door and window lock requirements.)

Yes No

Will they be put into operation at night and whenever the home is unattended?

Yes No

Security discounts

If your home is NOT in a minimum security area (your insurance adviser will help you determine this) AND you wish to qualify for a security discount(s) please answer the following questions.

Are you a member of a Neighbourhood Watch Scheme which is approved by the police?

Yes No

Do you have approved door and window locks fitted?

(Please refer to your insurance adviser for details of door and window lock requirements.)

Yes No

Will you put these locks into operation whenever the home is unattended?

Yes No

Do you have smoke detector(s) fitted and maintained?

Yes No

Do you have a burglar alarm fitted?

Yes No

If 'yes', state make/model here

Was the alarm installed by a NSI or SSAIB-approved installer?

Yes No

Is the alarm in full working order?

Yes No

Do you have a current maintenance contract for the alarm?

Yes No

When was the alarm installed?

dd/mm/yy

Will you put the alarm into operation whenever the home is unattended?

Yes No

Complete for Your House and Home Plus

REMINDER NOTE

Your House – Buildings only cover may be available, please check with your insurance adviser if this is an option open to you. If not available then Buildings cover can only be selected if you also select Contents cover.

Home Plus – you may select Buildings cover only OR together with Contents cover.

Discount – you will be eligible for a discount if you select both Buildings and Contents covers for either Your House or Home Plus.

Cover details

Buildings – only complete this section if Buildings cover is required.

Please state the sum you wish to be insured

(minimum £35,000)

Important: The sum to be insured must represent the full cost of rebuilding the home to the present specification (including garages and outbuildings) plus approximately 15% to cover demolition costs and architects' and surveyors' fees. If you need assistance calculating your sum insured, please contact your insurance adviser.

Do you wish to receive a discount by selecting a voluntary excess which is in addition to the standard £100 excess?

Yes

No

If 'yes', please tick **additional** amount required

£50

£200

£450

Do you require Accidental damage cover on the Buildings?

Yes

No

Please state name and address of any interested party and nature of interest, e.g. your Mortgage Lender.

Nature of interest

Name and address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Continued overleaf

Complete for Your House

Only complete this section if you require Your House.

Standard £75,000 cover with cost based on number of bedrooms (not exceeding 4).

Contents – cover for items in the home

This section must be completed in all cases if a Your House policy is required.

Is £75,000 sufficient to cover the full replacement cost of your Contents including those of all persons to be insured? Yes No

If the answer to this question is 'NO', you should contact your insurance adviser or complete the Home Plus section on page 7 instead.

Do you wish to receive a discount by selecting a voluntary excess which is in addition to the standard £100 excess? Yes No

If 'yes', please tick **additional** amount required £50 £200 £450
Note: This amount will also apply to the Personal Belongings section if selected.

Do you require Accidental damage cover for your Contents? Yes No

Valuables

Any valuables[†] in the home which **exceed** the single article limit of £2,000 must be specified below. If there is insufficient space below, please attach a separate sheet.

Note: Do not include any items insured separately under the Personal Belongings section.

[†]Valuables comprise stamp, coin or medal collections, pictures, other works of art, articles of gold, silver or other precious metal, jewellery or furs.

Description	Item value
	£
	£
	£

The total value of valuables must not exceed the following limits:

1 or 2 bedroom property = **£10,000**, 3 bedroom property = **£15,000**, 4 bedroom property = **£20,000**

For individual items of jewellery, fur or paintings of £5,000 or over, receipts or valuations providing full and detailed descriptions must be submitted with the completed application form.

Personal Belongings – cover for items while away from the home

Optional additional cover – only available if taken in addition to Your House Contents.

Do you require cover for clothing and personal belongings while away from the home? Yes No

If 'yes', please indicate the amount of cover required rounded up to the nearest £1,000 (minimum £2,000, maximum £10,000) £

If you select Clothing and Personal Belongings, we automatically provide the following additional covers.

Personal money **£750** Credit and debit cards **£1,000** Pedal cycles including accessories **£500**

If a higher limit of Pedal cycle cover is required, please state value £

Specified items of Personal Belongings

(Only available where Clothing and Personal Belongings cover is selected.) You may specify personal belongings that are not covered under Clothing and Personal Belongings or which exceed the single article limit of £1,500. The total value of specified items must not exceed £10,000. If there is insufficient space below, please attach a separate sheet. Please give details on a separate sheet if any of your personal belongings are used for business or professional purposes.

Description	Sum to be insured
	£
	£
	£

For individual items of jewellery, fur or paintings of £5,000 or over, receipts or valuations providing full and detailed descriptions must be submitted with the completed application form.

Complete for Home Plus

Only complete this section if you require Home Plus.

Contents sum insured of your choice (minimum £15,000).

Contents – cover for items in the home

Only complete this section if Contents cover is required.

Please state the sum for which you wish to be insured

(minimum £15,000)
Must include valuables[†] listed below.

Important: the sum to be insured must represent the full cost of replacing all the contents insured, without allowance for wear and tear and loss in value, other than for clothing and household linen. If you need assistance calculating your sum insured, please contact your insurance adviser.

Do you wish to receive a discount by selecting a voluntary excess, in addition to the standard £100 excess?

Yes No

If 'yes', please tick **additional** amount required

£50 £200 £450

Note: This amount will also apply to the Personal Belongings section if selected.

Do you require Accidental damage cover for your Contents?

Yes No

Do you require cover for your liability to paying guests?

Yes No

Valuables

Any valuables[†] in the home which **exceed** the single article limit (i.e. 5% of the Contents sum insured or £2,000, whichever is the greater) must be specified below. If there is insufficient space below, please attach a separate sheet.

Note: Do not include any items insured separately under the Personal Belongings section.

[†]Valuables comprise stamp, coin or medal collections, pictures, other works of art, articles of gold, silver or other precious metal, jewellery or furs.

Description	Item value
	£
	£
	£

If the total amount of valuables exceeds one-third of the sum insured under the Contents section, state value

£

For individual items of jewellery, fur or paintings of £5,000 or over, receipts or valuations providing full and detailed descriptions must be submitted with the completed application form.

Personal Belongings – cover for items while away from the home

Optional additional cover – only available if taken in addition to Home Plus Contents.

Clothing and Personal Belongings

Sum to be insured (minimum £2,000)

£

Personal money

Sum to be insured (minimum £750, maximum £1,000)

£

Credit/Debit cards

Sum to be insured (minimum £1,000, maximum £3,000)

£

Pedal cycles (including accessories)

Sum to be insured (state maximum value of any one pedal cycle)

£

Specified items of Personal Belongings

You may specify personal belongings which are not covered under Clothing and Personal Belongings (above) or which exceed the single article limit of £1,500 (£2,500 where the sum to be insured chosen for Clothing and Personal Belongings exceeds £5,000). Ensure you omit articles specified here from the Clothing and Personal Belongings sum insured you have selected. If there is insufficient space below, please attach a separate sheet. Please give details on a separate sheet if any of your personal belongings are used for business or professional purposes.

Description	Item value
	£
	£
	£

For individual items of jewellery, fur or paintings of £5,000 or over, receipts or valuations providing full and detailed descriptions must be submitted with the completed application form.

Optional covers available with either Your House or Home Plus

Family Legal Protection

Up to £50,000 to pay for legal expenses and costs in a wide range of disputes, including faulty goods and employment issues.

Please tick box if cover required

Complete for Your House and Home Plus

General questions

To qualify for either Your House or Home Plus, you must answer the following questions.

- Is the home in a good state of repair? Yes No
- Will the home be maintained in a good state of repair? Yes No
- Is the home occupied by you, your domestic partner and family members of you and/or your domestic partner only, as a private dwelling (not used for business or professional purposes or having internal access to business premises)? Yes No
- Does the home have any sign of damage by subsidence, heave or landslip? Yes No
- Has the home ever been damaged by subsidence, heave, landslip or flood, been underpinned or had any remedial or preventative action of any type in respect of these events? Yes No
- Is the home in an area exposed to damage by storm or flood? Yes No
- Have you or any person to be insured:
- a. ever had a proposal for insurance declined, renewal refused, cover terminated, increased premium required or special conditions imposed by any insurer? Yes No
 - b. ever been convicted of or cautioned for (or charged but not yet tried with) any criminal offence other than motoring offences? Yes No
- Is the home likely to be left unoccupied for more than 60 consecutive days in any one year? Yes No
- Do you undertake to advise us:
- a. if the sum(s) insured under this policy become inadequate? Yes No
 - b. if there is a change in the number of bedrooms? Yes No

If you have ticked a shaded box, please give full details below (please complete a separate sheet if necessary).

Important information

Important Notice - Information and changes we need to know about

You must take reasonable care to provide complete and accurate answers to the questions the insurer asks when you take out, make changes to, and renew your policy. Please read any assumptions carefully and confirm if they apply to your circumstances.

Please tell your insurance adviser immediately to let us know if any of the information provided by you changes after you purchase your policy, or if there are any changes to the information set out in your schedule at your renewal.

If the information provided by you is not complete and accurate:-

- the insurer may cancel your policy and refuse to pay any claim, or
- the insurer may not pay any claim in full, or
- the insurer may revise the premium and/or change any excess and/or amend the medical underwriting decision(s) for any declared pre existing condition(s) which may result in an accepted condition being excluded, or
- the extent of the cover may be affected.

The insurer recommends that you keep a record (including copies of letters) of all information supplied to the insurer for future reference.

State any other information we need to know about in the following box:

Complete for Your House and Home Plus

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include your intermediary, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your home. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don't have to provide us with any personal information, but if you don't provide the information we need we may not be able to proceed with your application or any claim you make.

Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your home within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure we have the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, we may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. We or our agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

Where you agree to pay monthly under an Aviva credit agreement, the status of your quotation search from our credit reference agency (CRA) will be updated to reflect your credit application and this will be visible to other credit providers. CRA's may keep a record of this search.

In order to assess your application we will supply your personal information to our CRA and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity. We will also continue to exchange information about you with CRA's on an ongoing basis, including about your settled accounts and any debts not fully repaid on time. CRA's will share your information with other organisations. Your data will also be linked to the data of your spouse, any joint applicants or other financial associates.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the information we have collected.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy.

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the “Contacting us” details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud prevention and detection

In order to prevent and detect fraud we may at any time:

- share information about you with other organisations and public bodies including the Police;
- undertake credit searches and additional fraud searches; and/or
- check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this.

We can supply on request further details of the databases we access or contribute to.

We and other organisations may also search these agencies and databases to:

- help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies; and/or
- check your identity to prevent money laundering, unless you furnish us with other satisfactory proof of identity.

Claims history

- Under the conditions of your policy you must tell us about any insurance-related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in property insured under the policy.

Choice of law

The law of England and Wales will apply to this contract unless:

- 1) you and the Insurer agree otherwise; or
- 2) at the date of the contract you are a resident of (or, in the case of a business, the registered office or principal place of business is situated in) Scotland, Northern Ireland, Channel Islands or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country will apply.

If you have a complaint

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you. In the first instance, please write to your insurance advisor or usual Aviva point of contact. We are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

Aviva Regulatory Status

We are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. We are registered as: Aviva Insurance Limited. Registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth PH2 0NH and our firm's reference number is 202153.

You may check this information and obtain further information about how the Financial Conduct Authority protects you by visiting www.fca.org.uk or by contacting them on 0800 111 6768.

Telephone call charges and recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

How we use your information

To assess the terms of your insurance contract at new business, renewal, and when we deal with changes to your policy or claims that arise, we may need to collect and use information about health and/or unspent offences or criminal convictions relating to you and (where relevant) family members and other people covered by your insurance.

When we use this data to make decisions about whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks this may be done by way of automated decision making. Further information about how we use your personal information can be found in the Privacy Notice and our full privacy policy at www.aviva.co.uk/privacypolicy.

By proceeding with this application:-

- You understand that we will use information about you, including information about health and/or criminal convictions, for these purposes.
- You are confirming that any other person (e.g. a family member or other individual covered by your insurance policy, or whose information is relevant to us providing this policy) whose information you are providing understands and has no concerns about their information being used in this way.

NOTE: If you have any concerns about use of information for these purposes, you should not proceed with this application as we may be unable to provide you with a policy. You can also contact us at any time if you would like to ask us to stop using your information but this may prevent us assessing future claims and the policy may be cancelled. Please note this will also apply to joint policies and, if any one of the policyholders asks us to stop using their information, this may prevent us assessing future claims and the policy may be cancelled.

You have various rights in relation to your personal data including accessing your data, and in some limited circumstances objecting to processing or having your data erased.

To find out more about your rights and how we collect and use your personal information please read the Privacy Notice in this form and see our full Privacy Policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD.

Declaration

I/we declare that the information given is, to the best of my/our knowledge and belief correct and complete. If the risk is accepted I/we undertake to pay the premium when called upon to do so. I/We understand that my/our information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes.

Adequacy of Sum Insured

You must declare the full cost of rebuilding the property and replacing the goods; failure to do so may invalidate your policy or reduce claims settlements.

Applicant signature

Date

Joint proposer signature

Date

NOTES: 1. Our liability does not commence until this application form has been accepted by Aviva.

2. We reserve the right to ask for special terms or decline this application form.

3. Information contained in this application form is for standard risks and is correct at the time of printing but may be subject to periodic change.

Please contact your insurance adviser if you require any further information.

Your House and Home Plus

Thank you for choosing to insure your home with Aviva.

Now that you have completed and signed the application form, simply fill in the payment details opposite (you have a choice of annual or monthly payment) and return this form to your insurance adviser.

Your policy documents will follow shortly after the first premium is paid.

Once again, thank you for choosing Aviva, and please do not hesitate to ask your insurance adviser if you have any queries or would like to know more about the ways in which we can help you protect the things you care about.

Complete for Your House and Home Plus

Payment

How do you wish to pay your premium? Please tick as appropriate

Annually

Monthly

If 'monthly', please complete the Direct Debit instruction below. A monthly administration fee is payable for this facility. The fee is subject to Insurance Premium Tax, which has been paid by Aviva and not passed on to the customer.

Direct debiting instruction – for Direct Debit payment from a Bank/Building Society account. Instruction to your Bank/Building Society to pay by Direct Debit.



Full name and address of your Bank/Building Society:

The Manager

Bank/Building Society

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Name(s) of Account holder(s)

<input type="text"/>
<input type="text"/>

Bank/Building Society account number

Branch sort code

Banks/Building Societies may not accept Direct Debit instructions from some types of account.

Originator's identification number

Reference number

Your instructions to your Bank/Building Society

Please pay Aviva Insurance Limited Direct Debits from the account details on this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Aviva Insurance Limited, and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

This is not part of the instruction to your Bank/Building Society.

Full name and postal address of policyholder:

Name

Choice of payment date (1st to 28th)

Address

<input type="text"/>
<input type="text"/>

Postcode

Notes

This section to be retained by the payer. Monthly premium payment terms.

If you elect to pay monthly premiums

- They are due on the same day of each month.
- Once your insurance cover commences and collection of the first premium becomes due, any delay will result in this and further premiums due being collected as one amount. Subsequent premiums will be collected as they fall due.
- You will be provided with one month's insurance for each monthly premium paid.
- Please complete the direct debiting instruction above and note that a monthly administration fee of 6% is payable for this facility. The fee is subject to Insurance Premium Tax, which has been paid by Aviva and not passed on to the customer.
- Failure to make any payment on the day it falls due may result in all benefits under the policy ceasing.

This guarantee should be retained by the payer.



The Direct Debit Guarantee

- This guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, Aviva Insurance Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Aviva Insurance Limited or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.



Aviva Insurance Limited.

Registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth PH2 0NH.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.