

Renters Insurance

All you need to know

Contents

Welcome to Royal Bank of Scotland	
Renters Insurance	
Hints and tips	3
Summary of policy limits	4
Policy conditions	
Important information	5
How to claim	6
This policy doesn't cover	7
Section 1 Contents	
A Core cover	8
B Additional cover	9
C Accidental damage (optional)	10
D Personal liability	10
E Tenant's liability	11
F If you claim	11
Section 2 Personal Possessions (optional)	
A Core cover	13
B Additional cover	14
C If you claim	14
Section 3 Legal Protection (optional)	
The cover we provide	16
A Core cover	16
B If you attend jury service	18
C If you claim	19
Conditions and losses not covered	20
Other policy conditions	
Claims conditions	23
General conditions	24
Losses not covered	27
Policy definitions	28
How to complain	31
Everything else	
Our regulators	32
Privacy Notice	32

Welcome to Royal Bank of Scotland Renters Insurance

Thank you for insuring your contents with Royal Bank of Scotland Renters Insurance, which is underwritten by UK Insurance Limited. We are determined to provide you with outstanding customer service at all times and to make insuring with us as easy and trouble free as possible.

This policy booklet provides all the details you need to know about your insurance policy. Please read this alongside your schedule and home proposal confirmation.

We hope that you will insure with us for many years to come.

Hints and tips

What you need to do if you make a claim > see page 6

What is not covered that applies to the whole policy > see pages 7 and 27

Leaks and burst pipes > see page 8

If your bike is stolen > see page 13

If your set or suite is damaged > see page 15

Other policy conditions > see page 23

Changes you should tell us about > see page 24

List of defined words > see page 28

Claim phone numbers > see the back cover

Summary of policy limits

The following is a summary of the main policy limits. You should read the rest of this policy for the full terms and conditions.

Contents	
Valuables inner limit	30% of Contents sum insured
Valuables single item limit	£1,000
Alternative accommodation and storage	20% of Contents sum insured
Theft from outbuildings	£1,500
Money in the home	£500
Downloaded content	£1,000
Business equipment	£5,000
Tenant's liability	£5,000
Personal liability	£1,000,000
Personal Possessions	
Single item limit	£1,000
Pedal cycles (per cycle)	£500
Money	£500
Theft from unattended motor vehicle	£1,000
Legal Protection	
Legal costs and expenses	Optional £100,000

Policy conditions

Important Information

Your home insurance contract is made up of

- these policy conditions
- **your** schedule
- **your** proposal confirmation.

What you need to do

- Please read this policy booklet and **your** schedule to make sure **you** know exactly what **your** insurance covers.
- Check **your** proposal confirmation and **your** schedule, which sets out the information **you** have given **us**, carefully.
- If **you** think there is a mistake, or if **you** need to make changes, **you** should tell **us** immediately.
- If **you** don't give **us** correct information, or if **you** don't tell **us** about any changes:
 - **your** policy may be invalidated
 - **we** may reject **your** claim
 - **we** may not pay your claim in full.

Meeting your needs

We have not given **you** a personal recommendation as to whether the policy is suitable for **your** needs.

The law that applies

Under European law, **you** and **we** may choose which law will apply to this contract. English law will apply unless both parties agree otherwise.

We have supplied this Agreement and other information to **you** in English and **we** will continue to communicate with **you** in English.

How to claim

Contents or Personal Possessions

0345 301 5287

If **you** need to claim:

- call the claims number as soon as possible
- don't make any arrangements for replacement or repair before **you** call
- when **you** call **we**'ll ask for:
 - **your** policy number
 - information about the extent of the loss or damage
 - **your** crime or loss reference number (if relevant).

Legal Protection claims and legal advice line

Optional with Section 1

0345 246 4323

We're open 24 hours, 365 days a year.

This policy doesn't cover

- ✖ Just like most insurers **we don't cover**:
 - Wear and tear.
 - Maintenance and routine decoration.
 - Reduction in value.
 - Damage caused by rot, fungus, woodworm, beetles, moths, insects or vermin.
 - The cost of repairing or replacing any item following a mechanical or electrical fault or breakdown, or where it has failed or stopped working despite there being no apparent damage.
 - Damage caused by cleaning, dyeing, renovating, altering, re-styling, repairing or restoring an item.
 - Tearing, scratching, chewing or fouling by any pet or domesticated animal.
 - Any damage caused gradually that **you** ought to have been aware of and that it was reasonable for **you** to have prevented.
 - Faulty workmanship, faulty design or the use of faulty materials.
 - Items held or used for **business** purposes except those listed as **business equipment** in the definitions.
 - Any loss, damage or legal liability caused, or allowed to be caused, by the deliberate, wilful or malicious act of **you** or any paying guest or tenant.
 - Any loss, damage or legal liability resulting from the illegal acts of **you** or any paying guest or tenant.

Section 1 Contents

! Defined words appear in **bold** – see page 28 for definitions.

A Core cover

The contents in your home are covered for damage caused by

✓ Storm or flood

✓ Water or oil escaping from fixed water or heating systems

We also cover water or oil escaping from:

- underground drains and pipes
- domestic appliances
- storage tanks.

✗ We don't cover:

- tanks, pipes, appliances or heating systems themselves
- loss or damage when it has been more than 60 days since **you** last slept at **your home** on a regular basis (which doesn't include occasional visits or stays).

✓ Theft or attempted theft from your home

✗ We don't cover:

- loss by deception, unless the only deception used is to get into **your home**
- loss of **money** unless force and violence is used to get into or out of **your home**
- loss or damage caused by paying guests or tenants, or while **your home** or any part of it is sub-let
- loss or damage when it has been more than 60 days since **you** last slept at **your home** on a regular basis (which doesn't include occasional visits or stays).

We will pay up to £1,500 for any **contents** claim following a theft from **your** garage or outbuildings.

✓ Fire, explosion, lightning, earthquake and smoke

✓ Being hit by vehicles, aircraft, flying objects and animals

We also cover damage from anything that drops from an aircraft or flying object.

✗ We don't cover damage caused by pets.

✓ Vandalism or malicious acts

✗ We don't cover:

- loss or damage caused by paying guests or tenants
- loss or damage when it has been more than 60 days since **you** last slept at **your home** on a regular basis (which doesn't include occasional visits or stays).

✓ Falling trees or branches

✓ Falling TV aerials, radio aerials, satellite dishes and their fittings

✓ Riot, civil unrest, labour disputes or political disturbance

B Additional cover

You're covered for

✓ Frozen and chilled foods

We will pay the cost of replacing any food in **your** freezer or fridge that is lost or damaged by:

- the temperature rising or falling
- the refrigerant or refrigerant fumes escaping.

✗ We won't pay:

- if **your** freezer or fridge is over 10 years old, unless it is regularly serviced
- for loss or damage resulting from a deliberate act or neglect by **you**, or by **your** electricity provider or their employees or agents
- for loss or damage when it has been more than 60 days since **you** last slept at **your home** on a regular basis (which doesn't include occasional visits or stays).

✓ Moving home

We will pay for loss of or damage to **your contents** by a cause listed under Sections 1A (and 1C, if shown in **your** schedule) while the **contents** are being moved from **your home** to another private property that **you** are going to live in permanently within the **British Isles**. This includes cover while the **contents** are temporarily stored for up to 72 hours.

✗ We won't pay for loss or damage:

- to **money**
- to china, glass, earthenware or other fragile items
- to **bicycles**
- caused by any paying guest or tenant.

✓ Oil and metered water

We will pay for the value of:

- oil from a domestic heating installation
 - metered water.
- that is lost by a cause insured under Section 1A.

✓ Alternative accommodation, kennel fees and storage

We will pay up to 20% of the contents sum insured if **your home** is not fit to be lived in following a valid claim made under Section 1A for:

- the cost of providing comparable alternative accommodation for **you** and kennel fees for **your** pets while **your home** is being repaired
- the cost of temporarily storing **your contents** while **your home** is being repaired.

We will only provide cover for **your contents** if:

- they aren't covered by any other insurance policy
- we have arranged for their temporary storage.

✓ Downloaded content

We will pay up to £1,000 to replace content that **you** have bought and stored on **your** home computer, mobile phone or other portable entertainment device that is lost or damaged by any cause listed in Section 1A.

✗ We won't pay for rewriting the lost information.

C Accidental damage

This cover is optional

You're covered for

✓ Accidental damage to your contents

We will pay for accidental damage to **your contents** while they are in **your home** or being moved to **your new home**.

Accidental damage is sudden and unintentional physical damage that happens unexpectedly.

You're not covered for

✗ We won't pay for:

- damage to **bicycles**
- damage to **money**
- damage caused by pets
- damage by a cause listed in or specifically excluded by Section 1A
- loss or damage when it has been more than 60 days since **you** last slept at **your home** on a regular basis (which doesn't include occasional visits or stays).

D Personal liability

You're covered for

✓ Personal liability

We will pay up to £1,000,000 to cover **your legal liability for damages you have to pay if someone makes a claim against you for:**

- accidental death or illness of, or bodily injury to, any person
- accidental loss of or damage to property that happens within the **period of insurance** on **your** schedule.

This will also include costs, expenses and legal fees for defending **you**, if **we** have agreed this in writing.

This section covers liabilities arising from **you** occupying **your** property.

You're not covered for

✗ Any liability relating to:

- death or illness of, or bodily injury to, **you** or **your domestic staff**
- damage to property belonging to or being looked after by **you** or **your domestic staff**
- death, illness, injury, loss or damage caused by:
 - **you** owning or occupying any land or building except **your home** or temporary holiday accommodation
 - **any business**
 - an agreement, unless that liability would have existed anyway.
- **you** owning, keeping or using any:
 - **vehicles**, except caravans and trailers while they are not being towed
 - drones or model aircraft
 - animals except domestic pets
 - horses, ponies, donkeys or mules
 - dangerous dogs as described under the Dangerous Dogs Act 1991 or the Dangerous Dogs (Northern Ireland) Order 1983 and any updates to that legislation.
- any disease that can be passed from one person to another.

E Tenant's liability

You're covered for

✓ Tenant's liability

We will pay up to £5,000 for any claim resulting from a single incident for amounts you become legally liable to pay as a tenant of your home for damage caused to the buildings by any cause covered by Section 1A.

If you have contents accidental damage (Section 1C), this also includes any amounts you become legally liable to pay for accidental damage to:

- underground drains, pipes, cables and tanks which you are legally responsible for and which provide services to or from your home
- fixed glass in windows, doors or roofs, fixed ceramic hobs, sinks and bathroom fittings in your home.

Accidental damage is sudden and unintentional physical damage that happens unexpectedly.

You're not covered for

✗ We won't pay for:

- breakages caused by paying guests or tenants other than you
- loss or damage when it has been more than 60 days since you last slept at your home on a regular basis (which doesn't include occasional visits or stays).

F If you claim

How we settle claims

For any item of contents that is lost or damaged we will choose whether to:

- replace or repair the item or part
- pay the cost of replacing or repairing the item or part, up to the amount it would have cost to replace or repair using our own suppliers, or
- make a cash payment.

We won't pay more than the amount it would have cost us to replace or repair using our own suppliers.

If appropriate parts or replacement items are not available, we will pay the full cost of the item, provided the sum insured is adequate.

How much we will pay

The most we will pay for any claim will be:

- the Contents sum insured shown in your schedule
- the amount shown in your schedule for any loss of or damage to valuables that you haven't included as specified items
- £1,000 for any one valuable unless your schedule shows otherwise
- the sum insured shown in the schedule for any specified item
- £5,000 for business equipment
- £500 for money
- £1,500 for theft from garages or outbuildings
- the amounts shown in Section 1 under the headings:
 - Alternative accommodation, kennel fees and storage
 - Downloaded content.

On top of your total sum insured, we will also pay for:

- Alternative accommodation, kennel fees and storage
- Oil and metered water.

If the sum insured isn't enough to cover the cost to replace all of the **contents of your home** as new, **we** will reduce any payment in line with the premium shortfall.

For example, if **your** premium was 75% of what it would have been if the sum insured was enough to replace the entire **contents of your home** as new, **we** will pay no more than 75% of **your** claim.

Your excess

You will have to pay any **excesses** shown in **your** schedule. This includes the specific escape of water **excess**.

We will only take off one **excess** for each claim, unless there is an **endorsement** shown in **your** policy schedule to say otherwise.

If **we** have asked one of **our** suppliers to deal with all or part of **your** claim, **we** may ask them to collect the **excess** from **you**.

Sets and suites

If part of a set, suite, group or collection of items is lost or damaged, **we** will not pay the cost to replace or alter any of the undamaged items solely because they are part of the same set, suite, group or collection.

If **we** ask **you** to, **you** will have to give up the undamaged parts of the set or suite to **us** where the full replacement cost has been paid.

Specified items

If **you** claim for an item listed in **your** schedule, **you** will need to give **us** proof of the item's value. To help **you** do this, **we** recommend that **you** keep receipts and copies of valuations.

Reducing your sum insured

We will not reduce the sum insured after paying a claim.

Section 2 Personal Possessions (optional)

! Defined words appear in **bold** – see page 28 for definitions. Your schedule will show if you have this cover.

A Core cover

Your personal possessions are covered for

✓ Accidental loss and damage

We will pay for accidental loss of or damage to:

- **your personal possessions**
- any other items listed on **your** schedule under ‘Personal possessions’ while they are within the **British Isles**.
This includes cover for:
 - possessions stolen from **your** unattended **vehicle**, but only if the **vehicle** is locked and **your** possessions are hidden from view in a closed glove compartment or locked boot
 - loss or damage to **bicycle** tyres and accessories, but only if the **bicycle** is lost or damaged at the same time
 - the theft of an unattended **bicycle**, but only if it is in a locked building or secured with a bike lock to an immovable object.

Your personal possessions aren't covered for

✗ We don't pay for loss of or damage to:

- **business equipment**
- **vehicles**
- watercraft propelled by hand (such as a surfboard or rowing boat)
- **sports equipment** while it is in use
- camping equipment while it is set up or in use
- items taken by Customs or other officials
- any **bicycle** while it is being used for organised racing, pace-making or trials
- **Money**. You may have cover under Section 2B Money.

✗ We also don't pay for loss or damage:

- for theft involving deception
- by any paying guest or tenant
- covered under Section 1A.

B Additional cover

You're covered for

✓ Items in a bank

We will pay for accidental loss of or damage to items listed on your schedule as being in a bank or safe deposit box.

We will also cover items when they are taken out of the bank or safe deposit box if we have agreed that they can be temporarily taken out.

✓ Money

We will pay up to £500 for the theft or accidental loss of money which is either with you, or which you have left in a secure place, anywhere in the world. You must report the theft or loss to the police within 24 hours.

✗ We don't pay for:

- shortages caused by mistake (eg someone short changing you)
- any loss in value (eg as a result of currency devaluation)
- money confiscated by Customs or other officials.

✓ Overseas travel

We will cover items that are insured under Section 2A for up to 60 days while they are temporarily outside the British Isles. You must either have the items with you, or have left them in a secure place.

You're not covered for

✗ We don't pay for anything that is excluded under Section 2A.

C If you claim

How we settle claims

For any personal possession, set or part of a set that is lost or damaged we will choose whether to:

- replace or repair the item or part
- pay the cost of replacing or repairing the item or part, up to the amount it would have cost us to replace or repair using our own suppliers, or
- make a cash payment.

We won't pay more than the amount it would have cost us to replace or repair using our own suppliers.

If appropriate parts or replacement items are not available, we will pay the full cost of the item, provided the sum insured is adequate.

How much we will pay

The most we will pay for any claim will be:

- the Personal Possessions sum insured shown on your schedule
- £1,000 for any one item, set or collection unless your schedule shows otherwise
- £500 for any bicycle unless it is specified on your schedule
- £1,000 for theft from an unattended motor vehicle.

Your excess

You will have to pay any excesses shown on your schedule.

There is no excess for claims for money.

We will only take off one excess for each claim, unless there is an endorsement shown in your policy schedule to say otherwise.

If we have asked a supplier to deal with all or part of your claim, we may ask them to collect the excess from you.

Sets and suites

If part of a set, suite, group or collection of items is lost or damaged, **we** will not pay the cost to replace or alter any of the undamaged items solely because they are part of the same set, suite, group or collection.

If **we** ask **you** to, **you** will have to give up the undamaged parts of the set or suite to **us** where the full replacement cost has been paid.

Specified items

If **you** claim for an item listed in **your** schedule, **you** will need to give **us** proof of the item's value. To help **you** do this, **we** recommend that **you** keep receipts and copies of valuations.

Section 3 Legal Protection (optional)

! Defined words appear in **bold** – see page 28 for definitions. Your schedule will show if **you** have this cover.

The cover we provide

We will provide cover under section 3

Legal Protection as long as:

- reasonable prospects of success exist for the duration of **your** claim
- the incident happens within the **territorial limits** and the **date of incident** is during the **period of insurance**, and
- any legal proceedings are carried out within the **territorial limits** by a court.

Legal expenses

Before **you** incur any **costs**, **you** must contact the legal helpline on 0345 246 4323. The helpline is open 24 hours a day, 365 days of the year. **You** can call the legal helpline to talk about any private legal problem under **United Kingdom** law, whether or not it results in a claim. **We** will advise **you** of **your** legal rights, what courses of action are available to **you** and whether **you** need to consult a lawyer. The legal helpline does not provide advice in relation to any business, trade, profession or venture for gain.

Please have **your** renters insurance policy number with **you** when **you** call.

A Core cover

You're covered for

✓ Personal injury

We will pay **costs** for an incident that causes physical bodily injury to **you**, or leads to **your** death.

We will only pay **costs** for claims relating to mental health if they result from an accident that also causes physical bodily injury to **you**.

✗ We don't cover claims arising from or relating to:

- illness or injury that develops gradually or isn't caused by a specific or sudden accident
- defending **your** legal rights in claims against **you**
- clinical negligence other than those covered under 'Clinical negligence' below.

✓ Clinical negligence

We will pay **costs** where negligent surgery, clinical or medical procedure or treatment leads to:

- physical bodily injury to **you**, or
- **your** death.

We will only pay **costs** for claims relating to mental health if they result from negligent surgery, clinical or medical procedure or treatment that also causes physical bodily injury to **you**.

✗ We don't pay for claims arising from or relating to:

- negligent surgery, clinical or medical procedures, or treatment that occurred before cover started
- any alleged failure to correctly diagnose **your** condition.

✓ Contract disputes

We will pay **costs** for breach of contract claims for:

- buying or hiring goods or services
- selling goods.

✗ We don't cover claims arising from or relating to:

- contracts **you** entered into before **your** cover started
- advice, specification, design, construction, conversion, extension, renovation or demolition relating to any land or buildings
- leases, tenancies or licences to occupy land or **buildings** other than those covered under 'Landlord / tenant dispute' below
- contracts connected with a profession, **business**, trade or venture for gain
- contracts connected with **your** employment other than those covered under 'Employment' opposite
- loans, mortgages, pensions, investments or borrowing
- planning (eg town and country planning)
- professional negligence in connection with any matter not covered under this section (Section 3).

✓ Landlord/tenant dispute

We will cover the **costs** for a dispute with **your** landlord regarding a tenancy agreement that **you** have entered into to rent **your home**.

We will only pay the **costs** of defending **your** legal rights in claims against **you** where **you** are defending a counter-claim.

✗ We don't cover claims arising from or relating to:

- rent, service charges or renewal of a tenancy agreement.

✓ Employment

We will pay **costs** for any dispute **you** have with **your** current or former employers at an Employment Tribunal.

We will only pay the **costs** of defending **your** legal rights in claims against **you** where **you** are defending a counter-claim.

We will only pay **costs** relating to settlement agreements if **you** are also in a position to make an Employment Tribunal claim.

✗ We don't cover claims arising from or relating to:

- any disciplinary, investigatory or grievance procedures within the company **you** work for, or any appeals against the outcomes of these procedures
- redundancy consultations
- disputes that start in or are transferred to the county court or high court or the equivalent courts in the **territorial limits**.

✓ Motoring offences

We will cover **costs** to defend **you** if **you** are being prosecuted for an offence connected with using or driving a motor vehicle. **You** must send **us** a copy of **your** summons within 7 days of receiving it.

✗ We don't cover claims arising from or relating to:

- prosecutions resulting from drink- or drug-related offences
- **you** driving a motor vehicle without valid motor insurance
- offences related to driving licences or vehicle documentation
- parking or obstruction offences.

✓ Inheritance disputes

We will cover the **costs** of claims for a dispute over something left to **you** in a will.

✗ We don't cover claims arising from or relating to:

- disputes with executors about the management of the estate
- disputes between **you** and another beneficiary regarding the administration or disposal of any item left to **you** in a will
- the negligent drafting of a will
- situations where a will has not been made or concluded, or can't be traced (this is called 'intestacy').

✓ Legal defence

We will cover the **costs** of claims for **your** work as an employee that lead to:

- **you** being prosecuted in a criminal court within the **territorial limits**
- civil action being taken against **you** for unlawful discrimination
- civil action being taken against **you** under Section 13 of the Data Protection Act 1998.

✓ Tax enquiries

We will cover the **costs** of helping **you** with a full enquiry by HM Revenue & Customs into all aspects of **your** self-assessment tax return, provided the enquiry focuses solely on **your** work as an employee.

✗ We don't cover claims arising from or relating to:

- enquiries limited to specific aspects of **your** self-assessment tax return
- any **business** tax affairs (eg where **you** are self-employed, a sole trader or in a partnership).

B If you attend jury service

You're covered for

✓ Salary while you attend jury service

We will pay **your** salary or wages for each complete half day **you** carry out jury service if **you** can't claim them back from the court or **your** employer.

C If you claim

The most **we** will pay, including any appeal or counterclaim, is:

- £100,000 **costs** (including VAT) for all claims arising from the same incident under Section 3A Core cover
- £100,000 for **your** salary or wages for all claims arising from the same incident under Section 3B Salary while **you** attend jury service.

Conditions and losses not covered

Losses not covered that only apply to Section 3 Legal Protection

The losses not covered apply to this section in addition to the losses not covered on pages 7 and 27.

- ✗ We don't cover claims arising from or relating to:
 - fees and other costs, expenses and disbursements relating to the period before we accept your claim
 - action against another person who is insured by this policy
 - fines, penalties, compensation or damages which you are ordered to pay by a court
 - any dispute between you and someone you live with or have lived with
 - divorce, separation, matrimonial or civil partnership issues, cohabitation, joint property ownership, joint financial obligations or maintenance, financial or custody arrangements involving children
 - a judicial review – an application for a judge to review the legality of a decision made or action taken by a public body
 - any dispute with us about this section of the policy other than as shown under 'How to complain' (see page 31)
 - incidents that begin before cover started
 - loss or damage that is insured under another section of this policy or any other insurance policy
 - any appeal where we did not provide cover for the original claim.

Conditions that only apply to Section 3 Legal Protection

These conditions apply to this section in addition to the general conditions on page 24.

Note that the following conditions do not apply to Section 3 Legal Protection:

- The general conditions under 'Policy terms and conditions' and 'Preventing loss'
- The claims conditions listed on page 23.

Following the policy terms

You must follow all of the terms and conditions of this policy, and take all reasonable precautions to prevent a claim from happening. Where a claim is unavoidable, you must take all reasonable precautions to minimise the amount of the claim.

If our position is affected because you have not followed the terms and conditions of this policy, we have the right to:

- refuse or withdraw from any claim
- refuse to pay costs we have already agreed to meet
- claim back from you costs that we have paid.

Reporting your claim

You must report full and factual details of your claim to us within a reasonable time of the date of incident.

You must send us any reasonable and relevant information that we ask for. You must pay for any charges involved in doing this.

Choosing who represents you

If we accept your claim, we will choose a preferred law firm to try to settle the matter without having to go to court.

If it is necessary to take **your** claim to **court**, or if there is a conflict of interests, **you** can choose a law firm to act as the **appointed representative**.

If **you** choose an **appointed representative** who isn't a **preferred law firm** they must agree to act for **you** in line with **our terms of appointment** (**you** can ask **us** for a copy). **We** will only cover their **costs** from the date they agree to **our terms of appointment**.

The **appointed representative** will enter into a separate contract of appointment directly with **you**. **You** will be responsible for any of their **costs** that aren't authorised by **us**.

Co-operating with the appointed representative and us

If **we** ask, **you** must tell the **appointed representative** to give **us** any documents, information or advice that they have or know about.

You must fully co-operate with the **appointed representative** and with **us**.

You must not take any action that has not been agreed by **your appointed representative** or by **us**.

You must keep **us** and **your appointed representative** promptly informed of all developments relating to the claim and provide **us** and the **appointed representative** immediately with all information, evidence and documents that **you** have or know about.

You must get **our** permission before instructing a barrister or expert witness.

We can contact the **appointed representative** at any time, and they must co-operate with **us** at all times.

Barrister's opinion

If there are conflicting opinions over the **reasonable prospects of success**, **we** will ask **you** to get an opinion from a barrister. **We** will agree the choice of barrister with **you**. **You** will have to pay for the opinion unless it shows that **your** claim has **reasonable prospects of success**.

Offers to settle your claim

You must tell **us** if anyone makes a payment into **court** or offers to settle **your** claim.

We can refuse to pay further **costs** if **you** do not accept a payment into **court**, or an offer to settle a claim, which **we** or **your appointed representative** considers should be accepted.

Approval to settle or end your claim

You must not stop, settle, negotiate or withdraw from a claim or withdraw instructions from the **appointed representative** without **our** approval. **We** won't withhold approval without good reason.

If the appointed representative refuses to continue acting for you, or if you dismiss them

If an **appointed representative** refuses to continue acting for **you** with good reason, or if **you** dismiss them without good reason, cover for **your** claim will end immediately unless **we** agree to appoint another **appointed representative**.

Economically settling your claim

We can decide to settle **your** claim by paying **you** the compensation **you** are likely to be awarded by a **court** instead of starting or continuing **your** claim or legal proceedings.

If **your** claim is not for damages, **we** may decide to settle **your** claim by paying **you** the equivalent financial value of **your** claim.

- **you** chose to pay the difference between the **costs we** offered to the **appointed representative** under **our terms of appointment** and the **costs** charged by the **appointed representative**.

Recovered **costs** will be split in the same ratio as the **costs** originally paid: so if **you** paid 60% of the original **costs**, **you** will receive 60% of the recovered **costs**.

If costs become disproportionate

We can refuse to pay further **costs** if **we** or the **appointed representative** consider that those **costs** would be disproportionate to the value of the claim.

If your claim no longer has reasonable prospects of success

You must tell **us** if **your** claim no longer has **reasonable prospects of success**.

We can refuse to pay further **costs** if **your** claim no longer has **reasonable prospects of success**.

Assessing costs

We have the right to have **costs**:

- certified by the appropriate professional body
- audited by an **costs** draftsman **we** choose
- assessed by a **court**.

Cancellation

You may cancel this section of **your** policy at any time by contacting **us** on **0345 301 5287** or sending **us** notice in writing.

- If **you** cancel before the new **period of insurance** is due to start, **we** will return any premium paid in full
- If **you** cancel this section after it has started **we** will return any premium paid less a charge for the number of days **you** have had cover.

We will not refund any premium if:

- **you** have made a claim during the **period of insurance**
- a claim has been made against **you** during the **period of insurance**.

Recovering costs

You must tell the **appointed representative** to claim back all **costs** that **you** are entitled to. If **costs we** have paid are recovered, **you** must refund them to **us**.

We and **you** will share any **costs** recovered where:

- **we** refused to pay further **costs** and **you** paid more **costs** to end **your** claim

Other policy conditions

Claims conditions

These apply to:

- Section 1 Contents
- Section 2 Personal Possessions

These conditions do not apply to Section 3 Legal Protection

We may take over, defend or settle the claim, or take up any claim in **your** name for **our** own benefit.

You must give **us** all the information and help **we** need.

If you don't follow our claim conditions, and this negatively affects our position:

- **we** will reject **your** claim or be unable to deal with it, or
- **we** will not pay **your** claim in full.

Handing over damaged items

You should only hand over damaged items when **we**, or **our** suppliers, ask **you** to do so.

Enforcing your rights

We may at **our** expense and in **your** name take steps to enforce **your** rights against any other person either before or after **we** pay a claim.

You must give **us** any information or assistance **we** need.

Other insurance policies

We will not pay any claim if **you** have cover under any other insurance policies.

If you make a contents or personal possessions claim (but not a liability claim)

For any claim **you** must:

- Give **us** any relevant information and evidence that **we** ask for, including proof of ownership or value of the lost or damaged item and written estimates for repair. **You** will have to do this at **your** own expense.
- Allow **us** (or **our** appointed suppliers) to access or inspect the damaged items and/or property.
- Immediately tell the police:
 - about any loss or damage by deception, theft, attempted theft, vandalism or malicious acts.

If you make a liability claim

For any claim **you** must:

- send **us** any letter, claim, writ or summons in connection with the claim or potential claim as soon as **you** receive it, unanswered
- get **our** written consent before admitting, denying, negotiating or settling a claim.

General conditions

These apply to all sections

Policy terms and conditions

You must keep to the policy terms, conditions and **endorsements**.

If **you** don't:

- **your** policy may be invalidated
- **we** may reject **your** claim
- **we** may not pay **your** claim in full.

Preventing loss

You must take reasonable care to prevent loss, injury or liability, damage or accidents to the **contents** covered under this policy.

Maintaining your contents

You must keep the **contents** and **personal possessions** covered under this policy in good condition.

Fraud

You must be honest in **your** dealings with **us** at all times.

We will not pay a claim that is in any way fraudulent, false or exaggerated.

If **you**, any person insured under this policy or anyone acting on **your** behalf attempts to deceive **us** or knowingly makes a fraudulent, false or exaggerated claim:

- **your** policy may be cancelled
- **we** may reject **your** claim and any subsequent claims
- **we** may keep any premium **you** have paid.

What happens if we discover fraud

We have the right to cancel any other products **you** hold with **us** and share information about **your** behaviour with other organisations to prevent further fraud.

We may also involve the relevant authorities who are empowered to bring criminal proceedings.

If a fraudulent, false or exaggerated claim has been made under any other policy **you** hold with **us**, **we** may cancel this policy.

Changes that may affect your cover

You must tell **us** as soon as possible about any changes that could affect the level and/or cover of **your** insurance, eg:

- **you** change the address where **you** normally live
- any work is being done to **your home** other than routine maintenance or decoration
- **you** are prosecuted for or convicted of any offence (excluding motoring offences)
- **you** sublet **your** home out to tenants or a lodger moves in
- **your home** is used for **business** purposes or as a holiday **home**.

The list above does not set out all the changes **you** must tell **us** about. If **you** are not sure whether a change may affect **your** cover, please contact **us**.

What will we do when you tell us about a change

We may reassess **your** cover and/or premium.

What happens if you don't tell us about a change

If **you** don't tell **us** about any changes:

- **your** policy may be invalidated
- **we** may reject **your** claim
- **we** may not pay **your** claim in full.

Paying the premium

You will only be covered if you pay your premiums.

If we can't collect your premium on the date it is due, we will assume that you do not want to continue with your policy unless you tell us otherwise.

We may cancel your policy on that date. Before we do, we will write to you to give you another opportunity to make the payment. If you do not pay the premium by the date stated in our letter, we will write to you to confirm that your policy was cancelled on the date the missed payment was due.

If you have made a claim, or one has been made against you, before that date you will need to pay the balance of the year's premium.

People involved in this contract

Unless we have stated otherwise, nothing in the policy is intended to confer a directly enforceable benefit on any other party under the Contracts (Rights of Third Parties) Act 1999.

Automatic renewal

When your policy is due for renewal, we may offer to renew it for you automatically using the payment details you have already given, unless we or you have advised otherwise.

We will write to you at least 21 days before your policy ends to confirm your renewal premium and policy terms, and before taking any payment. If you do not want to renew your policy, you must call us before your renewal date to let us know. It is not possible to offer automatic renewal with all payment methods, so please check your renewal invite for further details.

If we are unable to offer renewal terms, we will write to you at your last known address to let you know.

Cancellation by us

We have the right to cancel your policy at any time if there is a valid reason. We will give you 14 days' notice in writing. We will send our cancellation letter to the latest address we have for you.

Valid reasons may include but are not limited to:

- you failing to co-operate with us or send us information or documentation as required by the terms of your policy where this significantly affects our ability to process your claim or deal with your policy
- changes to your circumstances that mean you no longer meet our criteria for providing home insurance
- you using threatening or abusive behaviour or language with our staff or suppliers.

If we cancel your policy, we will return the premium paid less the amount for the period the policy has been in force.

Cancellation by you

You may cancel **your** policy at any time by contacting **us** on **0345 301 5287** or sending **us** notice in writing.

If you cancel at renewal

If **you** cancel before the new **period of insurance** is due to start, **we** will return any premium paid in full.

If **you** cancel within 14 days of the start of the new **period of insurance** or within 14 days of receiving **your** renewal documents (whichever is the later), **we** will return any premium paid in full.

We will not refund any premium if:

- **you** have made a claim during the **period of insurance**
- a claim has been made against **you** during the **period of insurance**.

If you cancel at any other time

If **you** cancel **your** policy before it is due to start, **we** will return any premium paid in full.

If **you** cancel within 14 days of **your** policy starting or within 14 days of receiving **your** documents (whichever is the later) **we** will return any premium paid in full. If **you** cancel after 14 days have passed, **we** will return any premium paid, less the administration fee shown in **your** schedule and an amount for the period the policy has been in force.

We will not refund any premium if:

- **you** have made a claim during the **period of insurance**
- a claim has been made against **you** during the **period of insurance**.

Index linking – contents cover

We will index link the amount shown on **your** schedule using the Retail Price Index or another appropriate index.

Your contents sum insured will go up by at least £500 each year even if the index linked increase is less than that amount.

We do not apply index linking to **our** other policy limits.

Losses not covered

These apply to all sections

- ✖ We don't cover any pre-existing loss or damage that happened before **your** cover started.
- ✖ We don't cover any loss, damage or legal liability caused by:
 - Radioactive contamination. This is:
 - ionising radiation or radioactive contamination from any nuclear fuel or from any nuclear waste from burning nuclear fuel
 - the radioactive, toxic, explosive or other dangerous properties of any explosive nuclear equipment or nuclear part of that equipment
 - War, invasion, act of foreign enemy, hostilities (whether war is declared or not), civil war, rebellion, revolution or similar event
 - Sonic bangs from aircraft or other flying objects travelling at or above the speed of sound
 - Pollution or contamination unless it is caused by oil leaking from:
 - any fixed heating installation in **your** home
 - any domestic appliance in **your** home.
 - Failure of computers and electrical equipment caused by computer viruses
 - Terrorism by a person or people acting alone or in connection with any organisation or government, using biological, chemical or nuclear force or contamination.

Policy definitions

Certain words in this policy booklet, your schedule and endorsements will have the same meaning wherever they appear.

The definitions listed below will apply to the whole policy, unless **we** say that they have a different meaning when used in particular sections of the policy.

We have highlighted these definitions in bold in this policy booklet.

Appointed representative (section 3 only)

The **preferred law firm**, solicitor or other suitably qualified person appointed by **us** to represent **you** under this section of the policy.

Bicycle Any bicycle, including electrically powered models, and its accessories.

British Isles England, Scotland, Wales, the Isle of Man, the Channel Islands, Northern Ireland and the Republic of Ireland.

Business Any employment, trade or profession.

Business equipment Any electronic office equipment used for business purposes while it is being kept in **your home**. (eg computers, printers and photocopiers).

But not:

- smart phones
- mobile phones
- tablet computers.

Contents Household goods, **personal possessions**, **business equipment**, camping equipment, **money**, satellite dishes, aerials and other articles which **you** are responsible for or that belong to **you**, domestic staff who live in or guests, except paying guests.

But not:

- **Vehicles**
- Any living creature
- Landlord's fixtures and fittings
- Any contents belonging to the landlord
- Securities (financial certificates except those defined as **money**), certificates and documents, except driving licences and passports.

Costs (section 3 only)

- All properly incurred, reasonable and proportionate fees, expenses and disbursements charged by the **appointed representative** and agreed by **us**. Legal fees and disbursements will be assessed on the standard basis or in accordance with any fixed recoverable costs scheme, if applicable.
- The fees incurred by **your** opponent that **you** are ordered to pay by a **court** and any other fees **we** agree to in writing.

Court (section 3 only) Court, tribunal or other suitable authority.

Date of incident (section 3 only)

- For civil cases, the date of the incident that leads to a claim. If more than one incident arises at different times from the same cause, the date of incident is the date of the first of these incidents.
- For criminal cases, the first date it is alleged that **you** broke the law.
- For claims under 'Tax enquiries', the date when HM Revenue & Customs first tells **you** in writing that it intends to make an enquiry.

Endorsement An agreed change to the terms of the policy shown in **your** policy schedule.

Excess The amount **you** must pay towards any claim.

Home The building of **your** main domestic home occupied by **you**, at the address shown in **your** schedule, including its domestic garages and outbuildings.

Money Cash, bank notes, cheques, money orders, postal orders, traveller's cheques, savings certificates, share certificates, Premium Bonds, travel tickets, postage stamps (that are not part of a collection), phone cards, luncheon vouchers, and vouchers and cards with a cash value that belong to **you** and are not used for **business** purposes.

Period of insurance The period for which the policy covers **you** shown in **your** schedule.

Personal possessions **Valuables**, **sports equipment** and **bicycles** that belong to **you** and luggage, clothes and any other items **you** normally wear or carry that belong to **you** or for which **you** are legally responsible.

Preferred law firm (section 3 only) The law firm **we** choose to provide legal services. These legal specialists are chosen as they have the expertise to deal with **your** claim and must comply with **our** agreed service standards.

Reasonable prospects of success (section 3 only) For civil cases, the **appointed representative** and a barrister, if instructed, is of the opinion that there is a better than 50% chance that **you** will:

- obtain a successful judgment, and
- recover **your** losses or damages or obtain any other legal remedy **we** agree to, including an enforcement of judgment or making a successful defence, appeal or defence of an appeal.

For criminal cases, the **appointed representative** and a barrister, if instructed, is of the opinion there is a better than 50% chance of **you** successfully reducing **your** sentence or fine or making a successful appeal or defence of an appeal.

Sports equipment Items used for sports activities, including sports clothes designed to be used for any sports activity.

- ✖ But not
 - **Bicycles**.

Terms of appointment (section 3 only)

A separate contract which **we** will require the **appointed representative** to enter into with **us** if they aren't a **preferred law firm**. It sets out the amounts **we** will pay them under **your** policy and their responsibilities to report to **us** at various stages of the claim.

Territorial limits (section 3 only) The **United Kingdom**. For claims under 'Personal injury' and 'Contract dispute', the territorial limits also include European Union, Albania, Andorra, Bosnia Herzegovina, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus).

United Kingdom (section 3 only) Great Britain, the Isle of Man, the Channel Islands and Northern Ireland.

Valuables

- Sets of coins, stamps or medals.
- Furs.
- Items or sets or collections of gold, silver or other precious metals.
- Jewellery.
- Watches.
- Works of art.

Vehicles Any vehicle or toy propelled by a motor of any kind, caravans, trailers, hovercraft, aircraft, watercraft, land yacht, wind powered or assisted vehicles as well as any of their parts and accessories (except for removable entertainment or navigation equipment while it is removed from the vehicle).

- ✗ But not the following while being used for their intended purpose and by a person for whom they were designed:
- Ride-on lawnmowers
 - Electrically powered wheelchairs and mobility scooters
 - Electrically powered children's ride on toys
 - Electrically assisted bicycles
 - Pedestrian controlled electrically powered golf trolleys
 - Model watercraft
 - Hand-propelled watercraft (such as a surfboard or rowing boat).

We, us, our, the company U K Insurance Limited.

You, your The person or persons named in **your** schedule and any of the following who normally live with them: their husband, wife, partner (a person living with them as though married), civil partner, children, parents and other relatives normally living with them.

How to complain

If your complaint is about a claim

If **your** complaint is about a claim, please:

- contact **your** claims handler, if their details are shown on **your** claim documents, or
- write to the Regional Customer Service Manager at the address shown in **your** claims documents.

If your complaint is about something else

If **you** have a complaint about something else, please:

- call us on **0345 301 5287**, or
- write to the Customer Relations Manager at Churchill Court, Westmoreland Road, Bromley, Kent BR1 1DP.

What we will do

We will try to resolve **your** complaint immediately. If this is not possible, **we** normally acknowledge **your** complaint within five business days of receiving it. If **we** can't resolve **your** complaint within four weeks of receiving it, **we** will write to **you** to explain why and let **you** know what action **we** plan to take.

If **we** can't resolve the differences between **us**, **you** can contact the Financial Ombudsman Service (FOS) within 6 months of receiving **our** complaint response letter:

- call **0300 123 9123** or **0800 023 4567**
- go to www.fos.org.uk
- write to Financial Ombudsman Service, Exchange Tower, London E14 9SR.

European Online Dispute Resolution Platform

If **you**, an individual, purchased **your** policy online mainly for **your** own private use there is now an Online Dispute Resolution (ODR) platform created by the EU Commission, which can help with resolving disputes. **You** can enter any complaint, other than for trade, about **your** policy onto the ODR. This will forward **your** complaint to the correct Alternative Dispute Resolution scheme. For insurance complaints in the UK this is the Financial Ombudsman Service. Their contact details are above, if **you** prefer to contact them directly. For more information about ODR please visit <http://ec.europa.eu/odr>

For complaints about Section 3 – Legal Protection

If **your** complaint relates to Section 3 – Legal Protection, **you** can refer **your** complaint to arbitration instead. This is where an independent person, known as an arbitrator, makes a decision on how to settle the dispute.

The arbitrator will be a solicitor or barrister or other suitably qualified person that **you** and **we** agree on. If **you** and **we** can't agree, **we** will ask the Chartered Institute of Arbitrators to decide.

The arbitrator's decision will be final and whoever does not win will have to pay all costs and expenses of the arbitration.

Everything else

Our regulators

Royal Bank of Scotland Renters insurance policies are underwritten by UK Insurance Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, registration number 202810.

Financial Conduct Authority

- Go to www.fca.org.uk (the website includes a register of all regulated firms).
- Call 0800 111 6768.

Prudential Regulation Authority

- Go to www.bankofengland.co.uk/pru
- Call 020 7601 4878.

The Financial Services Compensation Scheme

General insurance claims are covered by the Financial Services Compensation Scheme. Full details of the cover available can be found at www.fscs.org.uk. UK Insurance Limited is a member of this scheme.

Privacy Notice

Why we need your information

We need your information and that of others you name on the policy to give you quotations, and manage your insurance policy, including underwriting and claims handling. Your information comprises of all the details we hold about you and your transactions and includes information we obtain about you from third parties. We will only collect the information we need so that we can provide you with the service you expect from us.

How we will use your information and who we will share it with

Royal Bank of Scotland Renters insurance is underwritten by UK Insurance Limited (UKI).

During the course of our dealings with you we may need to use your information to:

- Assess financial and insurance risks,
- Prevent and detect crime including anti money laundering and financial sanctions,
- To comply with our legal and regulatory obligations,
- Develop our products, services, systems and relationships with you,
- Record your preferences in respect of products and services,
- Recover any debt or if you have any outstanding debt from previous dealings with us we will only offer you a policy upon settlement of the full outstanding amount,
- Review our records for signs of any previous fraudulent activity which may affect our ability to offer you cover.

In carrying out the actions above we may:

- Use the information we hold in our system about you and that of others named on the policy, for example joint policy holders,
- Share the information with agencies that carry out certain activities on our behalf, for example those who help us underwrite your policy.

- Use and share your information with our approved suppliers where this is reasonably required to help deal with your claim or let you benefit from our policyholder services, including with our credit hire providers and legal advisors,
- Disclose some of your information and that of others named on the policy to other insurers, third party underwriters, reinsurers, credit reference, fraud prevention, regulators and law enforcement agencies and other companies that provide service to us or you.

We do not disclose your information to anyone except where:

- We have your permission,
- We are required or permitted to do so by law,
- We may transfer rights and obligations under this agreement.

Where we transfer your information

From time to time we may require services from suppliers that are based worldwide and your information will be shared with them for the purposes of providing that service. Where we engage these suppliers we require that they apply the same levels of protection, security and confidentiality we apply. However, such information may be accessed by law enforcement agencies and other authorities to prevent and detect crime and comply with legal obligations.

Sensitive Information

Some of the personal information we ask you for may be sensitive personal information, as defined by the Data Protection Act 1998 (such as information about health or criminal convictions). We will not use such sensitive personal data about you or others except for the specific purpose for which you provide it and to provide the services described in your policy documents.

Dealing with other people

It is our policy to deal with your spouse or partner who calls us on your behalf, provided they are named on the policy. Please tell us who they are when you take out your policy. If you would like someone else to deal with your policy on your behalf on a regular basis please let us know. In some exceptional cases we may also deal with other people who call on your behalf, with your consent. If at any time you would prefer us to deal only with you, please let us know.

Keeping you informed

From time to time we may need to change the way we use your information. Where we believe you may not reasonably expect such a change we will write to you. When we do so, you will have 60 days to object to the change but if we do not hear from you within that time you consent to that change.

Fraud Prevention and Anti-Money Laundering

Please take time to read the following as it contains important information relating to the details you have given or should give to us. You should show this notice to anyone whose data has been supplied to us in connection with your policy.

To prevent and detect fraud we may at any time: Share information with other organisations and public bodies including the police although we only do so in compliance with the Data Protection Act 1998.

Check and/or file details with fraud prevention agencies and databases and if we are given false or inaccurate information and we identify fraud, we will record this. We and other organisations may also use and search these agencies and databases from the UK and other countries 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,
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.

Law enforcement agencies may access and use this information.

We and other organisations may also access and use this information to prevent fraud and money laundering, for example when:

- Checking applications for, and managing credit and other facilities and recovering debt,
- Checking insurance proposals and claims,
- Checking details of job applicants and employees.

We, and other organisations that may access and use information recorded by fraud prevention agencies, may do so from other countries.

We can provide the names and addresses of the agencies we use if you would like a copy of your information held by them. Please contact: Data Protection Officer at, UKI, Churchill Court, Westmoreland Road, Bromley BR1 1DP quoting your reference. The agencies may charge a fee.

Financial Sanctions

We will use information about you and that of others named on policy to ensure compliance with financial sanctions in effect in the UK and internationally. This will include the checking of your information against the HM Treasury list of financial sanctions targets as well as other publicly available sanctions lists. Your information and that of others named on policy may be shared with HM Treasury and other international regulators where appropriate. You may also be contacted in order to provide further details in order to ensure compliance with Financial Sanctions requirements.

Credit Reference Agencies

We carry out credit searches to evaluate insurance risks. Depending on your credit agreement with us, if you choose to pay your premiums by instalment, we will exchange your information with credit reference agencies to reflect your credit application, both at new business and any subsequent renewals and this will be visible to other credit providers. Failure by you or anyone who pays your premium on your behalf to keep up your monthly payments will be reflected in your credit score.

To read the full details of how we, Credit Reference and Fraud Prevention Agencies use your information, please call us and our staff will arrange for a copy to be sent to you.

You will have been asked to agree to this when you first contacted us but please ensure that you only provide us with sensitive information about other people with their consent.

Access to your information

You have the right to see the information we hold about you. This is called Subject Access Request. If you would like a copy of your information, please write to:

Data Access Team at, UKI, Churchill Court, Westmoreland Road, Bromley BR1 1DP quoting your reference. A fee may be payable.

Can we help?

To make a change or to talk to us about your policy
Monday to Friday 8am to 8pm, Saturday 9am to 5pm,
Sunday 10am to 5pm

0345 301 5287

Need to claim?

Contents or Personal Possessions
Monday to Friday 8am to 8pm, Saturday 9am to 5pm

0345 301 5287

Legal Protection Optional

0345 246 4323

Helplines for practical advice any time you need it

Legal advice Optional with Section 3

0345 246 4323

24 hours, 365 days a year

Home Emergencies

24-hour Emergency Helpline

0345 878 5069

 **If you would like a Braille, large print or audio version of your documents, please let us know.**

Royal Bank of Scotland Renters insurance is underwritten by U K Insurance Limited, Registered Office: The Wharf, Neville Street, Leeds LS1 4AZ.
Registered in England and Wales No.1179980. U K Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Calls may be recorded.

RBS HREN PB 0617

 **Royal Bank
of Scotland**