



**OCASO**

**Policy Number:** \_\_\_\_\_

**Renewal in:** \_\_\_\_\_

Your policy is due for renewal shortly and our records show this property is unoccupied.

However, if the property continues to be unoccupied, in order for us to confirm that the risk continues to meet our acceptance criteria and, if so, issue renewal terms, please complete the questionnaire below:

**Unoccupied Property Questionnaire**

1) Reason that the property remains unoccupied.

.....  
.....  
.....

2) Is the property inspected every 14 days and is a written record kept to confirm this?

Yes/No

3) Is the property:

a) In a good state of repair?

Yes/No

b) Structurally sound?

Yes/No

c) Well maintained?

Yes/No

If the answer to a), b) and/or c) above is no, please provide details below

.....  
.....

4) Kindly confirm that all final exit doors are fitted with a mortice deadlock or locks conforming to BS3621 or a multipoint locking system and that all ground floor windows and all other accessible windows are fitted with a purpose designed key-operated window lock or are screwed shut.

Yes/No

5) Is the property bricked up/boarded up?

Yes/No

6) a) Is the property undergoing building works, refurbishment or renovation, please provide details below:

.....  
.....  
.....

b) Are the works noted in 6a) to be carried out by a contractor?

Yes/No

**Please provide a current photograph of the property, where possible.**

**Please note that the policy is subject to the minimum security warranty. A copy of this can be provided upon request.**

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