28 April 2026
The Portman Estate

Tenant/Lessee Insurance Guide

Contents

Section 1

Introduction

This summary provides an overview of the buildings insurance placed by Marsh on behalf of The Portman Estate and its tenants. Please refer to your Insurance Certificate for the site-specific insured values and cover details. The insurances referred to within this overview document are not designed to provide cover for home contents belonging to tenants or personal possessions. It is therefore important to ensure that alternative arrangements are in place for these items. As a general guide, you should consider anything that is not permanently attached to the structure of the building as contents.

Section 2

Overview of Insurance

Property Damage / Loss of Rent Policy Summary of Cover

Insurer:	*Zurich Insurance Company Ltd (7541395)*
Period of Cover:	*1st April 2026 to 31st March 2027 (both days inclusive)*
Policy Limit:	*Refer to the relevant property Insurance Certificate for the Buildings Declared Value and Rent Sum Insured*

Material Damage & Business Interruption Perils

"All Risks" of physical loss or damage including but not limited to Fire, Lightning, Explosion, Aircraft, Riot, Civil Commotion, Strikers, Malicious Persons, Theft, Earthquake, Storm, Flood, Escape of Water from any tank apparatus or pipe, Impact by any road vehicle or animal, Sprinkler Leakage, Subsidence ground heave or landslip, Terrorism & All Other Damage (as defined in the Insurance Policy)

Excess

Details of specific excesses can be found on the relevant Insurance Certificate.

Material Damage Section

The Policy Wording includes, but is not limited to, the following Material Damage clauses and extensions:-

(a) Reinstatement basis of settlement unless otherwise agreed.
(b) Building Sum Insured includes a 50% allowance for inflation over and above the Building Declared Value.
(c) Contract works (refurbishment and minor works) carried out by the landlord are covered up to a limit of £1,000,000.
(d) Architects, surveyors and consulting engineer's fees resulting from a loss.
(e) Public authorities' clause to cover costs of compliance with legislation.
(f) Loss minimisation expenses covering the cost to prevent or further reduce damage to a premises, limited to £2,500,000.
(g) Further investigation costs
(h) Subrogation waiver against subsidiary companies and tenants/lessees.
(i) Replacement key & lock costs.
(j) Trace & access costs.
(k) Unauthorised use of utilities including the cost of metered electricity gas or water for which the insured is legally responsible arising from unauthorised persons using the utilities, limited to £1,000,000.
(l) Japanese knotweed limited to £10,000.
(m) Fly tipping costs limited to £250,000.
(n) Removal of nests limited to £100,000.
(o) Eviction of squatters limited to £250,000.

Business Interruption Section

The Policy Wording includes, but is not limited to, the following Business Interruption extensions:-

- Additional increased costs of working limited to £500,000.
- Rent Receivable 200% of the Declared Rental Value (Please notify us of any rent changes that exceed 200% of the value originally notified).

Material Damage / Business Interruption Combined Section

The Policy Wording includes, but is not limited to, the following Material Damage & Business Interruption Combined clauses and extensions:-

(a) Alternative residential accommodation limited to 33.3% of the limit of liability (Building Declared Value and Loss of Rent) applicable to each insured location.
(b) Machinery & computer equipment breakdown limited to £1,000,000.
(c) Rise in water table limited to £15,000,000.

General Interests Clause

The policy automatically notes the interest of lessees, underlessees, assignees and mortgagees under the policy by way of the following clause:-

The interest of superior landlords, landlords, lessees, underlessees, assignees, licensees, hirers, financiers, lenders, receivers and or mortgagees of Property Insured are noted in the policy subject to their names being disclosed to the Insurer by the Insured in the event of any claim.

Property Owners Liability Policy Summary of Cover

Insurer:	*Aspen Insurance UK Ltd (N0ALRNR26A0K)*
Period of Cover:	*1st April 2026 to 31st March 2027 (both days inclusive)*
Policy Limit:	*£25,000,000 each and every occurrence*

Property Owners Liability Cover

This is a landlord cover providing protection against any third-party liability for injury or damage to property arising from their ownership of the property.

The Policy Wording includes, but is not limited to, the following clauses and extensions:-

(a) Criminal legal defence costs
(b) Data protection liability
(c) Environmental clean up costs limited to £2,000,000
(d) Financial loss liability limited to £5,000,000

Excess

Nil

Section 3

Claims Procedure

In the event of a claim or an event that could give rise to a claim notification needs to be given as soon as practically possible to the following contact:

Name	Sedgwick International UK
Email	portman@uk.sedgwick.com
Telephone	020 7709 4043
Address	60 Fenchurch Street, London, EC3M 4AD

In the event of an incident or claim please remember to:

(a) Notify the Police or similar appropriate authority following a break-in, theft of property, malicious damage, vandalism etc. and forward the crime reference number to your insurers.
(b) Carry out and permit to take any action which may be reasonably practicable to prevent further loss.
(c) When making a claim it is your duty to disclose all material facts to Insurers. Failure to disclose all material facts could prejudice your rights to make a claim.

Section 4

Best Practice Procedures

Management of Unoccupied Premises Guidelines

If a property becomes unoccupied, the following guidelines should be followed:-

a) During the winter period, heating is to be set at an appropriate temperature to prevent freezing of pipes. Alternatively, turn off the water supply at the mains and drain all water systems except sprinklers with disconnection of the supply to be in such a way as to avoid easy reconnection by intruders.
b) Gas and electricity mains services to be isolated and disconnected other than to maintain security lighting and heating systems, with disconnection in such a way as to avoid easy reconnection by intruders. Portable heaters should be permanently removed from the properties.
c) Storm water drainage and valley gutters must be inspected and cleaned as soon as the property becomes unoccupied and annually thereafter.

Contract Works Procedures

The policy allows for minor works to be carried out by the landlord up to a value of £1,000,000. All landlord works carried out above £500,000 need to be notified to insurers.

If tenant works are due to be completed then a ‘tenant contract works form’ needs to be completed and sent to Marsh ahead of the work’s commencement date. The form will be issued with the License to Alter issued by The Portman Estate and should be completed in a timely manner.

If planned works are to involve the impairment of sprinklers for a period exceeding 7 consecutive days, an impairment notice will also need to be completed via Zurich’s online portal. Please include details of the impairment on the tenant works questionnaire and a QR code will be supplied by return for access to the Zurich portal.

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