



# IMPORTANT

## ADDITIONAL INFORMATION CHECKLIST

Depending on the nature of your claim, the following checklists will assist you in identifying the information we need. Please tick the section, which applies to your claim, and supply the details/documents required. (Copies only please, not originals).

### EXTREMELY IMPORTANT

For all claims, please ensure that you enclose a copy of your Policy Schedule.

Where a Chronology of Events is requested, to enable us to readily understand the nature of the problem, please provide this in numbered paragraphs with as much detail as possible.

Please note that it is essential that we receive copies of all documents in your possession as failure to provide these may lead us to reach an incorrect assessment of your claim and may affect any funding provided.

Category	Essential Documents Required	Category	Essential Documents Required
<b>Personal Injury / Motoring Claims</b>	<input type="checkbox"/> Chronology of Events (including details of medical treatment received and where) <input type="checkbox"/> Details of Injury <input type="checkbox"/> Letters/Emails/All documentation <input type="checkbox"/> Photographs (including scene of accident) <input type="checkbox"/> Sketch Plans <input type="checkbox"/> Court Papers <input type="checkbox"/> Witness Statement <input type="checkbox"/> Copy Driving Licence (motor claims only)	<b>Let Property</b>	<input type="checkbox"/> Chronology of Events <input type="checkbox"/> Copy of the Tenancy Agreement <input type="checkbox"/> Copy of Credit Reference for Tenant Letters/Emails/All documentation <input type="checkbox"/> Details (including dates) of recent visits to premises <input type="checkbox"/> Rent Payment Schedule <input type="checkbox"/> Copies of documents relating the Tenancy Deposit Scheme
		<b>Bankruptcy</b>	<input type="checkbox"/> Copy of the Statement of Affairs and a Debtors Petitions form <input type="checkbox"/> Details of anyone who is representing you (if anyone).
<b>Property Claims</b>	<input type="checkbox"/> Chronology of Events <input type="checkbox"/> Letters/Emails/All documentation <input type="checkbox"/> Documentation including Title Deeds <input type="checkbox"/> Court Papers <input type="checkbox"/> Witness Statements	<b>Contract Claims</b> (Including Travel Dispute)	<input type="checkbox"/> Chronology of Events Letters/Emails/All documentation <input type="checkbox"/> Contractual Documents <input type="checkbox"/> Court Papers <input type="checkbox"/> Witness Statements <input type="checkbox"/> Photographs
<b>Employment Claims</b>	<input type="checkbox"/> Chronology of Events <input type="checkbox"/> Letters/Emails/All documentation <input type="checkbox"/> Copy of Contract of Employment <input type="checkbox"/> Copy of Staff Handbook / Policies <input type="checkbox"/> All relevant disciplinary, appeal correspondence including memo's / minutes / letters <input type="checkbox"/> Copies of correspondence received or sent to Employment Tribunal	<b>Self Build Claims</b>	<input type="checkbox"/> Chronology of Events <input type="checkbox"/> Letters/Emails/All documentation <input type="checkbox"/> Contractual Documents <input type="checkbox"/> Witness Statements <input type="checkbox"/> Photographs <input type="checkbox"/> Site Diary <input type="checkbox"/> Correspondence with Trade Associations <input type="checkbox"/> Payment Schedule <input type="checkbox"/> Copies of Expert's Report (If obtained)

Please note that your claim cannot be validated unless you provide a copy of the Policy Booklet/Schedule. Your Insurance Schedule is the document issued to you by your Insurance Company on an annual basis confirming your cover with them. Failure to do so **WILL** result in your claim not being accepted.

All details should be submitted to:

Claims Department  
Legal Insurance Management Ltd  
16-18 Hagley Road  
Stourbridge  
West Midlands DY8 1PS