

## How to Guide: Chancel Repair Liability Insurance

The Chancel Repair Liability Insurance policy is provided by First Title Insurance plc. The policy is provided subject to the policy and underwriting terms which form part of the policy.

Cover is offered in perpetuity and includes the Insured and their successors in title.

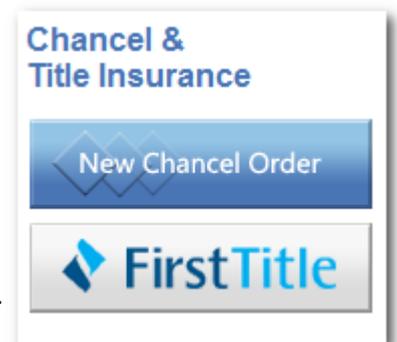
There are two ways to order a chancel policy, either on its own or as part of a search order.

### Chancel Only Order

If you are logged in to Searchpoint click the New Chancel Order button from any of the menus & complete the information that is requested.

The information required will be the property address, the indemnity level, the insured's name and whether you wish the policy to go on cover immediately or not.

When you have completed the required information click the Continue button and the Chancel Insurance policy will appear in the basket.



Document	Price	Remove
Search Products		
Chancel Repair Indemnity Policy (First Title Insurance plc.) <a href="#">Supplementary Information</a>	£14.95	
	<b>£14.95</b>	
Total NET:		£14.95
Total VAT:		£0.00
<b>Total for this Case:</b>		<b>£14.95</b>
This service is provided by The Vesey Partnership Ltd. Please tick here to confirm that you have read and agree to our <a href="#">Terms and Conditions</a> : <input type="checkbox"/>		
<a href="#">Back</a>	<a href="#">Cancel</a>	<a href="#">Save as Draft</a> <a href="#">Confirm Order</a>

To order the policy, click on the Confirm Order button.

If you are not logged in to Searchpoint you can start this process by going to the Chancel Page on our website and clicking on the Order Now button.

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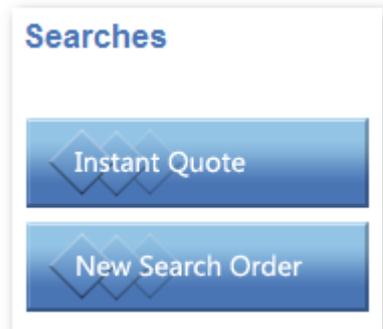
### Order as part of a search order

Click on the New Search Order button or the Order Now button.

You will be asked to enter the property details by postcode look up or by manually entering the address.

The address can be edited if required, once the address is correct proceed to the next page where the full search list is shown.

The Chancel Policy can be selected from the individual products list.



Chancel Check and Indemnity					
	Chancel Repair Indemnity Policy (First Title Insurance plc.)	<b>New</b>	Same day	£14.95	
	Chancel Check (CLS)		Same day	£18.00	<input type="button" value="Add"/>

A form will open asking you to complete the required information, when complete click on the Save and Add button.

The policy will then be added to your basket (top right hand corner of the page). Click Continue if this is your complete order otherwise add any additional searches from the list.

This will take you to the Basket page. To place your order, click on the Confirm Order button.

### Commencement of Cover

During the ordering process you will be asked whether you wish to create a Draft policy (for issue later) or whether you wish the cover to start immediately.

**Commencement of Cover**

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Please select when you want insurance cover to start;

Create Draft Policy - Create the policy as a draft and issue the policy later.

Issue Policy Immediately - Create and issue the policy now.

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## Viewing Draft Policies

To view and download the Draft Policy, click on the View Case button on the Confirmation Screen.

You can also access the Draft Policy by searching for it by case reference number or by clicking on the Draft Policies link on the Home page.

**Existing Chancel Policies**

Search:  

Open the case by clicking on the 5 digit case reference number.

To view the draft policy, click on the Adobe PDF icon in the Document column.

Component	Status	Requested Date	Completion Date	Document	Details	Status
Chancel Repair Indemnity Policy	Draft	02-Nov-2011 (today)				Issue Policy

Please note that whilst the policy is in a Draft status no cover is in force.

## Issuing a Draft Policy

When the policy is ready to be issued, click on the Issue Policy button. This appears on the right hand side of the Chancel Policy component row.



## Issued Policies

The Issued policy can be viewed or downloaded by clicking on the icon in the Document window.

Component	Status	Requested Date	Completion Date	Document	Details	Status
Chancel Repair Indemnity Policy	Completed	02-Nov-2011 (today)	02-Nov-2011 (today)			

## How to Guide: Chancel Repair Liability Insurance

### Pricing\*

- Residential Chancel Insurance up to £1m indemnity level - £14.95 inc 6% IPT
- Commercial Chancel Insurance up to £1m indemnity level - £106 inc 6% IPT
- Commercial Chancel Insurance up to £500k indemnity level - £63.60 inc 6% IPT

Cover is offered in perpetuity and includes the Insured and their successors in title.

### Billing

Depending on how your account is set up you will can either pay by a credit or debit card at the time of your order or via a weekly invoice.

We will send 1 invoice per week on a Friday for all orders received during the week. This will include any Issued Chancel policies. Each order is shown on a separate page. Payment can be made by BACS, Cheque or by Direct Debit.

### Please contact us if you have any queries:

- Telephone: 0845 680 5608
- Email : [support@searchpoint.co.uk](mailto:support@searchpoint.co.uk)

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*This material is intended to provide general information only. For specific coverage and exclusions, refer to the policy. \*Prices subject to Underwriting terms and conditions.*