University of Leeds

Request for Temporary Property Insurance

Marine Insurance provides short term cover for loss or damage to property either whilst on loan/hire to the University or property belonging to the University which requires insurance whilst in transit to/from third party premises either in the UK or abroad. Cover also applies to property temporarily at third party premises.

Please provide the following information:-

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| Faculty/School |  |
| Brief Description of Equipment |  |
| Current market value |  |
| Dates of Insurance | From: To: |
| Destination (if not University Campus) |  |
| Transit Cover | One Way Transit  Return Transit |
| Account Number to be charged |  |
| Contact Details | Name: Extension: |

NOTE:

1. Property should not be left unattended and must be returned to a locked building when not in use.
2. No cover applies to property left in an unattended vehicle.
3. Forcible entry to the building or room containing the property must be evident for theft cover to apply.
4. **An excess of £100 applies to all claims**.

Please return form to Insurance Office, Room 11.75 E C Stoner Building, or email to [insurance@leeds.ac.uk](mailto:insurance@leeds.ac.uk)