

premier[®]
guarantee

EXTRANET TRAINING MANUAL

MD Insurance Services Ltd is the Scheme Administrator for the Premier Guarantee range of structural warranties.
MD Insurance Services Ltd is authorised and regulated by the Financial Conduct Authority. Version 4 Updated 30.9.2010

Features and benefits of the Premier Guarantee Extranet:

- New intelligent online quote application form
- Download / upload Plot Matrix and faster quote turnaround times
- View, search and respond to any actions which may block Certificates of Insurance from being issued
- Respond to actions, upload any documentation required against them and view progress
- Short cut links to filter any urgent actions related to Plots due to complete to help you prioritise
- Download all outstanding technical and non-technical actions in Excel format to share with any third parties
- View, add or update any individual office (except registered office) or employee details and grant Extranet access
- View technical documents submitted to us and Policy related information issued to you
- View sites relating to multiple Special Purpose Vehicles (SPV) under one Extranet account
- View outstanding payment information to ensure there are no nasty surprises at the end of the process

If you are a company administrator you will also be able to:

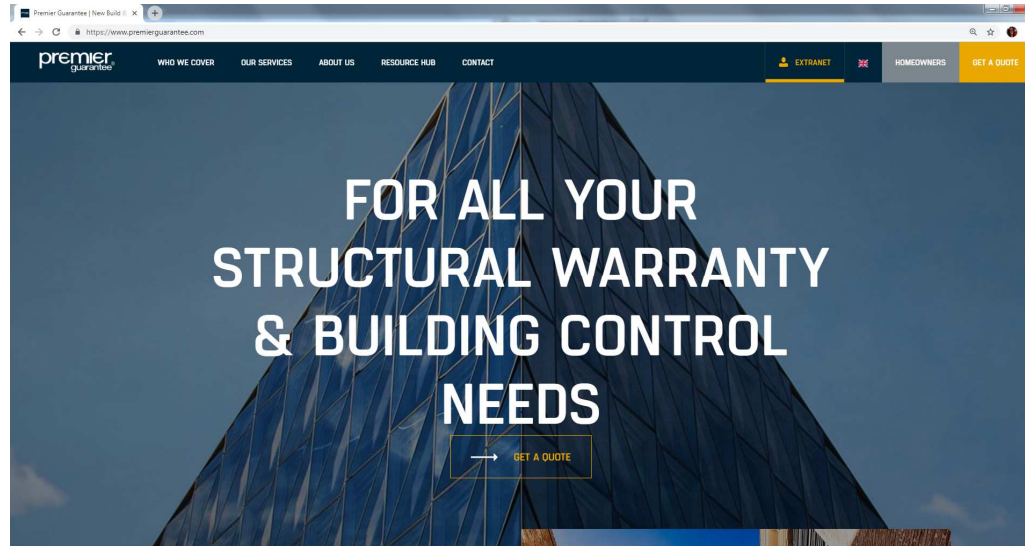
- Set other company administrators
- Add new employees
- Add a new office
- Activate / deactivate Extranet users from company employees registered with Premier Guarantee

For best performance, please use Chrome and ensure that any pop-ups are enabled. The system will also work with Internet Explorer version 11 (IE11) or above, Firefox and Safari

- **Getting Started** **3**
- **Get a Quote:**
 - Site Details **14**
 - Plot Details / Matrix **17**
 - Product Details **22**
 - Role Details **23**
 - Declaration and Supporting Documents **25**
- **Quotes:**
 - Application Pending **33**
 - Incomplete Application **34**
 - Active Quotes **35**
- **Sites:**
 - Product Summary **39**
 - Plots **41**
 - Outstanding Action Required / Respond to an Action **42**
 - Technical Summary **45**
 - Site Inspections **50**
 - Roles **52**
 - Fees **54**
- **Company**
 - Add / Edit Office and Employee **56**
 - Extranet Access and Extranet Administrators **58**



GETTING STARTED



Welcome to the Extranet

To access the Extranet, click the link on the Premier Guarantee website www.premierguarantee.com

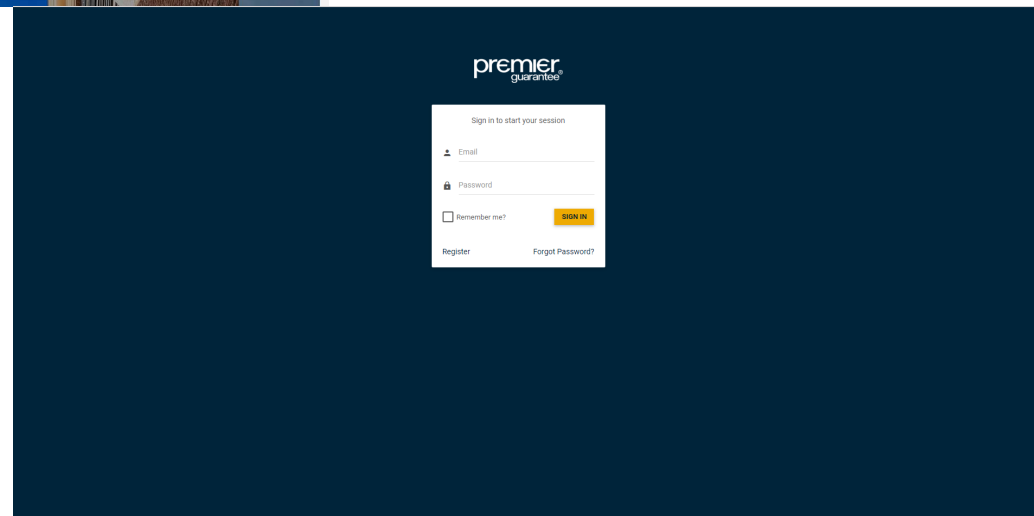
Alternatively, save the following URL into your internet browser favourites list:

<https://extranet.premierguarantee.co.uk>

If you have not received an email granting you access to the Extranet then click the **Register** link on the log in screen and complete and submit the form as requested

You will receive an email asking you to click and validate your Extranet access. This will take you through to a new screen enabling you to set up your password

Once this is done, if you have forgotten your password, simply go on to the Extranet login page and click the **Forgot Password** link. Enter your email address and click the **Reset my password** button. This will send an email to your inbox for you to click and reset your password. If you have not received this email, please ensure you check your spam filters. Please note that this link will expire within 24 hours



Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE
GET A CERTIFICATE
TE

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

YOUR ORDERS 1

Search:

Reference	Site Address	Plots	Actions	Urgent Actions
PL-PG-10000024	Test Site 1, L12 7QP	5	9	7

Showing 1 to 1 of 1 entries Previous **1** Next

YOUR QUOTES AND APPLICATIONS 10

Search:

Reference	Site Address	Plots	Status
PL-PG-10000014/1	Test Site 2, L12 7QP	3	Application Pending
PL-PG-10000018/1	Test Site 3, L12 7QQ	6	Application Pending
PL-PG-10000021/1	Test Site 4, L12 7QR	1	Application Pending

Showing 1 to 3 of 10 entries Previous **1** 2 3 4 Next

INCOMPLETE APPLICATIONS 2

ACTIONS FOR PLOTS NEARLY COMPLETE >

ALL ACTIONS REQUIRED >

MANAGE COMPANY DETAILS >

DOWNLOAD ALL TECHNICAL ACTIONS ↓

REGISTRATION STATUS ✕

Status	Not Approved
Expiry Date	18/02/2020
Registration Actions	3
Fees Due	£500.00

BLOG

FAQS 🔍

Premier Guarantee Surveyors is the trading name of MD Warranty Support Services Limited. Registered in England No: 04759193. Premier Guarantee is a trading name of MD Insurance Services Limited. Registered in England No: 03642459. MD Insurance Services Limited is the scheme administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Limited is authorised and regulated by the Financial Conduct Authority.

The Extranet **Home** page provides short cut links to all the **Quotes, Sites** or **Company** related information you may require. You are also able to access this information via the tabs down the left hand side of the screen

HOME: UPDATE PASSWORD & SELECT COMPANY TO VIEW IN THIS SESSION

premier guarantee

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello **Test**, need help? Get in touch 0151 650 4343

GET A QUOTE
GET A CERTIFICATE
TT

YOUR ORDERS 1

Search:

Reference	Site Address	Plots	Actions	Urgent Actions
PL-PG-10000024	Test Site 1, L12 7QP	5	9	7

Showing 1 to 1 of 1 entries Previous **1** Next

INCOMPLETE APPLICATIONS 2

ACTIONS FOR PLOTS NEARLY COMPLETE >

ALL ACTIONS REQUIRED >

MANAGE COMPANY DETAILS >

DOWNLOAD ALL TECHNICAL ACTIONS ↓

FAQS 🔍

TT

Test Test

Test_Company ▼

REGISTRATION

Status

Expiry Date

Registration

Fees Due

[CHANGE PASSWORD](#)

LOGOUT

BLOG

YOUR QUOTES AND APPLICATIONS 10

Search:

Reference	Site Address	Plots	Status
PL-PG-10000014/1	Test Site 2, L12 7QP	3	Application Pending
PL-PG-10000018/1	Test Site 3, L12 7QQ	6	Application Pending
PL-PG-10000021/1	Test Site 4, L12 7QR	1	Application Pending

Showing 1 to 3 of 10 entries Previous **1** 2 3 4 Next

Premier Guarantee Surveyors is the trading name of MD Warranty Support Services Limited. Registered in England No: 04759193. Premier Guarantee is a trading name of MD Insurance Services Limited. Registered in England No: 03642459. MD Insurance Services Limited is the scheme administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Limited is authorised and regulated by the Financial Conduct Authority.

You can change your Extranet Password or log out of the system by clicking on your initials in the circle in the top right hand corner of the screen. If you are registered under multiple companies, you are able to choose which you want to view from the drop down list. If this has not been enabled, please email extranet@premierguarantee.co.uk with the PG registration number for each company you wish to be added

The screenshot shows the Premier Guarantee website interface. A dark blue modal titled 'REQUEST CERTIFICATE' is centered on the screen, containing two buttons: 'CERTIFICATE OF INSURANCE' and 'PLOT INITIAL CERTIFICATE'. The background is dimmed, showing a navigation menu on the left, a top bar with 'GET A QUOTE' and 'GET A CERTIFICATE' buttons, and a main content area with several sections:

- YOUR SITES**: A table with columns Reference, Site Address, Plots, Actions, and Urgent Actions. It lists two sites: 'Cavern City Tours Ltd, L2 6RG' and 'Test Site 1, L12 7QP'.
- YOUR QUOTES AND APPLICATIONS**: A table with columns Reference, Site Address, Plots, and Status. It lists three expired quotes for 'Test Site 2, L12 7QP', 'Test Site 3, L12 7QP', and 'Test Site 4, L12 7QP'.
- REGISTRATION STATUS**: A panel showing 'Status: Not Approved', 'Expiry Date: 09/09/2020', and 'Fees Due: £0'.
- BLOG**: A featured section with the Premier Guarantee logo and the word 'BLOG'.
- DOWNLOAD ALL TECHNICAL ACTIONS**: A button with a download icon.
- FAQS**: A button with a document icon.

You can use the **Get A Certificate** link on the top bar to filter your Sites and Plots to see if a **Plot Initial Certificate** or **Certificate of Insurance (COI)** can be issued or if there are any **Actions** outstanding which would stop this. Click the relevant option for the type of certificate you require

The screenshot shows the Premier Guarantee website interface. A modal window titled "REQUEST CERTIFICATE OF INSURANCE" is open, displaying a table of orders. The background shows the "ORDERS" section with a table of orders and a "YOUR QUOTES AND APPLICATIONS" section with a table of quotes.

REQUEST CERTIFICATE OF INSURANCE Modal:

Reference	Address	Plots
PL-PG-3000022	Test Site 1, L12 7QP	1
PL-PG-3000042	Test Site 1, L12 7QP	3

Showing 1 to 2 of 2 entries. Previous **1** Next

ORDERS Section:

Reference	Site Address
PL-PG-3000022	Md In
PL-PG-3000042	Test

Showing 1 to 2 of 2 entries. Previous **1** Next

YOUR QUOTES AND APPLICATIONS Section:

Reference	Site Address	Plots	Status
PL-PG-3000005/1	Test Line 1, T7 8TY	4	Incomplete
PL-PG-3000006/1	Test 2, t6	3	Application Pending
PL-PG-3000007/1	test, te87	4	Incomplete

Showing 1 to 3 of 18 entries. Previous **1** 2 3 4 5 6 Next

REGISTRATION STATUS Panel:

- Status: Not Approved
- Expiry Date: 14/01/2020
- Registration Actions: 2
- Fees Due: £500.00

Navigation and Footer:

- Navigation: GET A QUOTE, GET A CERTIFICATE, TE
- Left Sidebar: HOME, QUOTES, SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US
- Right Sidebar: BLOG, DOWNLOAD ALL TECHNICAL ACTIONS, FAQs
- Footer: PRIVACY POLICY, TERMS OF USE

Premier Guarantee Surveyors is the trading name of MD Warranty Support Services Limited. Registered in England No: 04759193. Premier Guarantee is a trading name of MD Insurance Services Limited. Registered in England No: 03642459. MD Insurance Services Limited is the scheme administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Limited is authorised and regulated by the Financial Conduct Authority.

You need to select the relevant **Site** from the list by clicking on the reference number

- HOME
- QUOTES
- SITES
- COMPANY
- TRAINING GUIDE
- FAQS
- CONTACT US

REQUEST CERTIFICATE OF INSURANCE - PL-PG-10003931
×

AVAILABLE PLOTS

Search: SELECT ALL PLOTS

Plot Reference	Plot Name	Plot Address	Date Certificate Issued	
PL-PG-10003931-2	Plot 2	130, 44 pall mall		ADD >
PL-PG-10003931-3	Plot 3	3, 3		ADD >
PL-PG-10003931-4	Plot 4	2, 2		ADD >

Showing 1 to 3 of 3 entries Previous **1** Next

SELECTED PLOTS

Search: REMOVE ALL PLOTS

	Plot Reference	Plot Name	Plot Address
< REMOVE	PL-PG-10003931-1	Plot 1	1, 1

Showing 1 to 1 of 1 entries Previous **1** Next

< PREVIOUS
NEXT >

CERTIFICATE

TT

Reference	Site Address	Plots	Status
PL-PG-10003960/1	Accessories Zone Ltd, E1 7AW	11	Active Quote
PL-PG-10003974/1	Viewing Test, CH1	1	Application Pending

Showing 1 to 2 of 2 entries Previous **1** Next

DOWNLOAD ALL TECHNICAL ACTIONS

↓

FAQS

🔗

Premier Guarantee Surveyors is the trading name of MD Warranty Support Services Limited. Registered in England No: 04759193. Premier Guarantee is a trading name of MD Insurance Services Limited. Registered in England No: 03642459. MD Insurance Services Limited is the scheme administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Limited is authorised and regulated by the Financial Conduct Authority.

Select one or however many Plots that the certificates are needed for by clicking the **Add** button against each one, then click **Next** to proceed

REQUEST CERTIFICATE OF INSURANCE - PL-PG-10003931

PLOTS SELECTED
Plot 1

Outstanding Items Preventing Your Certificates Being Issued

FEES OUTSTANDING	<u>£32491.25</u>	ESCROW FEES OUTSTANDING	<u>£10000</u>
------------------	------------------	-------------------------	---------------

Search: _____

Action Outstanding	Applies To
Additional security of £5,000.00 escrow is required with regards to New Homes Defects	Plot 1
Issuance of Warranty Technical Sign Off (Certificate of Approval)	Whole Site
Builder has Outstanding Security Documents	Plot 1 - Plot 3
Developer has Outstanding Security Documents	Plot 1 - Plot 3

Showing 1 to 4 of 4 entries Previous **1** Next

In order for us to release your certificate(s), we may require additional information. Please call our customer service team on 0151 650 4343 who will review your site and deal with your query quickly and efficiently.

PRIVACY POLICY
TERMS OF USE

[< PREVIOUS](#)

This will show if there are any outstanding **Actions** which would stop the relevant certificate(s) from being issued

HOME: FILTER PLOTS NEARLY COMPLETE

The screenshot shows the Premier Guarantee website interface. A modal window titled "ACTIONS FOR PLOTS NEARLY COMPLETE" is open, displaying a search bar and a table with one entry:

Reference	Site Address	Plots
PL-PG-2000008	Test Site 1, L12 7QP	8

Below the table, it says "Showing 1 to 1 of 1 entries" with "Previous" and "Next" navigation buttons.

The background shows the "ORDERS" section with a table of orders:

Reference	Site Address	Plots	Status
PL-PG-2000004	MD Insura		
PL-PG-2000008	M D Insurance Services Ltd, CH41 1AU	8	3 1

The "YOUR QUOTES AND APPLICATIONS" section shows a table of quotes:

Reference	Site Address	Plots	Status
PL-PG-2000001/1	Test Site 2, L12 7QP	0	Incomplete
PL-PG-2000003/1	Test Site 3, L12 7QQ	1	Application Pending
PL-PG-2000005/1	Test Site 4, L12 7QR	1	Active Quote

At the bottom of the page, there is a footer with the following text:

Premier Guarantee Surveyors is the trading name of MD Warranty Support Services Limited. Registered in England No: 04759193. Premier Guarantee is a trading name of MD Insurance Services Limited. Registered in England No: 03642459. MD Insurance Services Limited is the scheme administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Limited is authorised and regulated by the Financial Conduct Authority.

You can use the **Actions For Plots Nearly Complete** link to select a **Site** and view any urgent **Actions** required for Plots nearing completion

HOME: DOWNLOAD TECHNICAL ACTIONS

The screenshot shows the Premier Guarantee website interface. A modal window titled "DOWNLOAD ALL TECHNICAL ACTIONS" is open, displaying a table of sites and a "GENERATE DOCUMENT" button. The background shows the main navigation menu, a sidebar with "YOUR SITES" and "YOUR QUOTES AND APPLICATIONS", and a right-hand panel with "REGISTRATION STATUS" and "BLOG".

Modal Window: DOWNLOAD ALL TECHNICAL ACTIONS

SELECT A SITE AND DOWNLOAD A LIST OF ALL OUTSTANDING TECHNICAL ACTIONS IN AN EXCEL FORMAT

Search: _____

Reference	Site Address	Plots	Download
PL-PG-10003931	Cavern City Tours Ltd, L2 6RG	4	GENERATE DOCUMENT

Showing 1 to 1 of 1 entries

Previous **1** Next

YOUR SITES

Reference	Site Address
PL-PG-10003931	Cavern City Tours Ltd, L2 6RG
PL-PG-10003979	Label

Showing 1 to 2 of 2 entries

Previous **1** Next

YOUR QUOTES AND APPLICATIONS 7

Search: _____

Reference	Site Address	Plots	Status
PL-PG-10003868/1	Test Site 2, L12 7QP	1	Expired Quote
PL-PG-10003871/1	Test Site 3, L12 7QQ	1	Expired Quote
PL-PG-10003873/1	Test Site 4, L12 7QR	1	Expired Quote

Showing 1 to 3 of 7 entries

Previous **1** 2 3 Next

REGISTRATION STATUS

Status: Not Approved

Expiry Date: 09/09/2020

Fees Due: £0

ALL ACTIONS REQUIRED

MANAGE COMPANY DETAILS

DOWNLOAD ALL TECHNICAL ACTIONS

FAQS

BLOG

You can use the **Download All Technical Actions** link to download all technical related items or Actions that must be completed before a Plot can be signed off as complete. Select the Site required and click **Generate Document** to produce the report in Excel format

HOME: DOWNLOAD TECHNICAL ACTIONS

Technical Overview - PL-PG-2000008 - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do... Kate Hughes Share

Clipboard Font Alignment Number Styles Cells Editing

Summary

This document details all technical items for the development detailed below. There are a number of tabs separating out the requirements;

Design Documents & Items Any design requirements should be provided as soon as possible.

Risks & Conditions Areas that may provide additional risk due to their nature. These may require specific inspection by your surveyor.

Defects Defects identified on site by our surveyor must be satisfactorily resolved prior to sign-off.

Completion Documents Completion items required towards the end of construction should be provided once available.

If you have any questions regarding your development please contact one of your dedicated people listed below.

Site Information

Site Reference:	PL-PG-2000008
Site Address:	
Warranty Units:	8
Building Control Units:	8
Development Types:	Completed Housing, New Homes

Contacts:

Role	Company/Person	Tel	Email
Developer:			
Builder:			
Site Report Recipient:			
Warranty Document Recipient:			

Internal Contacts:

Role	Company/Person	Tel
Surveyor:		
Account Manager:		
Customer Service Account Handler:		
Design Evaluation Surveyor:		

Summary Design Documents & Items Risks & Conditions Defects Completion Documents

The screenshot shows the Premier Guarantee website interface. A modal window titled "ALL ACTIONS REQUIRED" is open, displaying a search bar and a table of sites. Below the modal, a table titled "ACTION REQUIRED" lists various actions that need to be completed before a Certificate of Insurance (COI) can be issued. The table has columns for "Details of Actions Outstanding", "Applies To", "Plot IC", "COI", and "Respond To Action".

Details of Actions Outstanding	Applies To	Plot IC	COI	Respond To Action
Confirmation and approval of the amount of deposit taken against any housing unit during the building period being provided in respect of any cover for section 3.1 of the policy and additional security being provided, if required.	Plot 1	✓		VIEW RESPONSE
Confirmation of the Housing Association for the Social Housing element	Plot 2	✓	✓	PENDING
Additional security of £5,000.00 escrow and an ACIA from Persimmon Homes Ltd is required with regards to Social Housing Insolvency of the Builder	Social Housing (Plot 2)	✓	✓	PENDING
Additional security of £5,000.00 escrow is required with regards to New Homes Defects	New Homes (Plot 1)		✓	PENDING
Builder has Outstanding Security Documents	New Homes, Private Rental, Social Housing (Plot 1 - Plot 3)	✓	✓	RESPOND
Developer has Outstanding Security Documents	New Homes, Private Rental, Social Housing (Plot 1 - Plot 3)	✓	✓	RESPOND
Issuance of Warranty Technical Sign Off (Certificate of Approval)	Plot 1 - Plot 4		✓	RESPOND

You can use the **All Actions Required** short cut link to view all actions that must be completed before a Certificate of Insurance (COI) can be issued. You must select a **Site** to do this

premier guarantee

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE

Quote Application

STEP 1: SITE DETAILS STEP 2: PLOT DETAILS STEP 3: PRODUCT DETAILS STEP 4: ROLE DETAILS STEP 5: DECLARATION DETAILS

In order to provide a formal quotation, all sections of this application form must be completed and additional information provided where required. you are able to save and return to the application form as required. The guidance notes section provides additional help and guidance in completing this application form. If you have any questions please do not hesitate to contact us.
PLEASE NOTE: Failure to complete all relevant sections of this form fully may result in us being unable to provide a quotation for your site. Incomplete forms may result in delays.

SITE DETAILS

QUOTE RECIPIENT DETAILS

Quote Recipient
Mr Test Emp ⓘ

Quote Recipient Office
Test Development Ltd ⓘ

SITE ADDRESS

Address Line One
| ⓘ
You must enter a value

Address Line Two ⓘ


Address Line Three ⓘ

Town/City ⓘ

Postcode ⓘ

CONSTRUCTION DETAILS

Select **Get a Quote** at the top of the screen to open up the quote application form. You can save the form at any time and return to it later but you will be unable to submit your application without all the mandatory information required



HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE
GET A CERTIFICATE
TE

Expected Construction End Date

13/9/2019 (i)

Maximum Number of Storeys Above Ground

3 (i)

Maximum Number of Storeys Below Ground

1 (i)

Please answer the following additional questions:

Do you want us to quote for doing the Building Control on this site?

Are any innovative construction methods being used?

Additional information (i)

Off-site manufactured – volumetric?

Off-site manufactured – panellised?

Off-site manufactured – hybrid?

Off-site manufactured – sub-assemblies and components?

Non-off-site manufactured Modern Methods of Construction?

Factory produced three-dimensional units transported to site and stacked to form dwellings e.g. pods

 (i)

(i)

(i)

(i)

Are there any units attached or structurally connected to any other structure not included in this application?

Has this Site Previously been in Administration?

SAVE
NEXT

The **Get a Quote** application form is dynamic and will only ask the questions relevant to your project. Support text is provided to help you complete the form by clicking the (i) icon and you will be alerted if any information has not been provided

premier guarantee®

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Do you want us to quote for doing the Building Control on this site?

Are any innovative construction methods being used?

Additional information ⓘ

Off-site manufactured – volumetric? ⓘ

Off-site manufactured – panellised? ⓘ

Off-site manufactured – hybrid? ⓘ

Off-site manufactured – sub-assemblies and components? ⓘ

Non-off-site manufactured Modern Methods of Construction? ⓘ

Are there any units attached or structurally connected to any other structure not included in this application?

Please refer to section 12.2 of our technical manual for guidance ([available for download here](#)) and ensure you comply with the following:

- A Party Wall Agreement in accordance with the Party Wall Act will be in place (will not be required if you own the adjacent property)
- The separating wall(s) between the existing and new properties meet the relevant Building Regulation requirements
- The existing adjacent foundations and wall structures are suitable to support any proposed increased loading(s)
- The junction of the new and existing wall(s) will be constructed to ensure dampness cannot enter either of the properties
- An effective damp proof course will be present within any shared wall(s)
- Movement joints will be incorporated to allow for limited differential movement

Has this Site Previously been in Administration?

SAVE NEXT >

The **Save** button will enable you to save and exit the form. Any saved applications can be accessed via the **Home** page quick link. Click **Next** to proceed to the next page

premier guarantee®

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE

Quote Application

STEP 1: SITE DETAILS ✓ STEP 2: PLOT DETAILS ✎ STEP 3: PRODUCT DETAILS ✎ STEP 4: ROLE DETAILS ✓ STEP 5: DECLARATION DETAILS ✎


PLOTS

We require detailed information about each plot being built. The easiest way to do this is by downloading the Plot Matrix template and uploading this once complete. Alternatively, use our Plot Wizard.

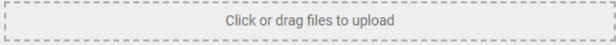
Please select the option required:

Do you want to use the download/upload plot matrix?

Please note: Please ensure you complete all sections of the spreadsheet as required. If you have any questions, relating to the information required, please contact us on 0800 107 8446

 Click to download plot matrix template

Drop plot matrix file below or click to upload

 Click or drag files to upload

SAVE

PRIVACY POLICY

TERMS OF USE

You are able to download and upload an Excel document to provide Plot information as requested or select the manual option and complete the Plot information on screen

The screenshot displays the Premier Guarantee website interface. At the top left is the Premier Guarantee logo. The top right features a navigation bar with 'GET A QUOTE' (highlighted in yellow) and 'GET A CERTIFICATE' buttons, along with a user profile icon labeled 'TE'. A dark sidebar on the left contains navigation links: HOME, QUOTES, SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The main content area is titled 'Quote Application' and shows a progress bar with five steps: STEP 1: SITE DETAILS (checked), STEP 2: PLOT DETAILS (highlighted in yellow), STEP 3: PRODUCT DETAILS, STEP 4: ROLE DETAILS (checked), and STEP 5: DECLARATION DETAILS. Below the progress bar is a dark header for 'PLOTS'. The text below reads: 'We require detailed information about each plot being built. The easiest way to do this is by downloading the Plot Matrix template and uploading this once complete. Alternatively, use our Plot Wizard.' A 'Save As' dialog box is overlaid on the page, showing the 'Documents' library with a table of folders. The 'File name' field contains 'Plot_Matrix' and the 'Save as type' is set to 'Microsoft Excel Worksheet'. A 'NEXT >' button is visible at the bottom right of the dialog box.

premier guarantee®

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE

Quote Application

STEP 1: SITE DETAILS ✓ STEP 2: PLOT DETAILS STEP 3: PRODUCT DETAILS STEP 4: ROLE DETAILS ✓ STEP 5: DECLARATION DETAILS

PLOTS

We require detailed information about each plot being built. The easiest way to do this is by downloading the Plot Matrix template and uploading this once complete. Alternatively, use our Plot Wizard.

Save As

Libraries Documents

Organize New folder

Documents library
Includes: 2 locations

Name	Date modified	Type	Size
Add-in Express	27/03/2017 14:56	File folder	
Avaya	06/10/2016 10:48	File folder	
Custom Office Templates	12/05/2018 22:47	File folder	
Downloads	20/04/2018 12:20	File folder	

File name: Plot_Matrix

Save as type: Microsoft Excel Worksheet

Save Cancel NEXT >

GET A QUOTE: PLOT MATRIX

The screenshot displays two overlapping windows of the Microsoft Excel application. The main window shows a spreadsheet titled 'Plot_Matrix - Excel' with the following data:

Plot Name	Warranty Product	New Build/Conversion	Unit Type	Stage of Works	Reconstruction Cost	Estimated Sale Price	Block Name	Sq m
1	New Homes	New Build						
2								
3								
4								

The second window, which is partially overlapping the first, shows a similar spreadsheet with the following data:

Plot Name	Warranty Product	New Build/Conversion	Unit Type	Stage of Works	Reconstruction Cost	Estimated Sale Price	Block Name	Sq m
1								
2	1	New Homes	New Build	Detached	No Works Started	150,000.00		250,000.00
3	2	Social Housing	New Build	Semi Detached	No Works Started	100,000.00		
4	3	Social Housing	New Build	Semi Detached	No Works Started	100,001.00		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

If you have downloaded and saved the Plot Matrix, you will need to complete the information required by using the dropdown boxes

premier guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE

GET A CERTIFICATE

TE

Quote Application

STEP 1: SITE DETAILS ✓

STEP 2: PLOT DETAILS ✓

STEP 3: PRODUCT DETAILS ✎

STEP 4: ROLE DETAILS ✓

STEP 5: DECLARATION DETAILS ✎

PLOTS
3

PLOT SUMMARY
RELOAD PLOT DETAILS

• Total Reconstruction Costs: **£600,000.00** • Total Estimated Sale Price: **£300,000.00**

Feel free to alter the table as you wish.

	Plot Name	Warranty Product	New Build / Conversion	Unit Type	Stage of Works	Reconstruction Cost (£)			
1	1	Social Housing	New Build	Detached	No Works Started	200,000.00			
2	2	New Homes	Conversion	Semi Detached	First Fix	200,000.00	300,000.00		
3	3	Private Rental	New Build	Semi Detached	Foundation/DPC	200,000.00			

+ Tip! click to add additional rows to the table.

SAVE

← PREVIOUS

NEXT →

The information uploaded in the Plot Matrix will be automatically totalled up and displayed on screen

premier guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

TE

Quote Application

STEP 1: SITE DETAILS ✓

STEP 2: PLOT DETAILS ✓

STEP 3: PRODUCT DETAILS ✎

STEP 4: ROLE DETAILS ✎

STEP 5: DECLARATION DETAILS ✎

PLOTS
3

PLOT SUMMARY
RELOAD PLOT DETAILS

- Total Reconstruction Costs: **£350,001.00**
- Total Estimated Sale Price: **£250,000.00**

Feel free to alter the table as you wish.

	Plot Name	Warranty Product	New Build / Conversion	Unit Type	Stage of Works	Reconstruction Cost (£)	Estimated Sale Price (£)	Block	Area / Sqm
1	1	New Homes	New Build	Detached	No Works Started	150,000.00	250,000.00		
2	2	Social Housing	New Build	Semi Detached	No Works Started	100,000.00			
3	3	Social Housing	New Build	Semi Detached	No Works Started	100,001.00			

+ Tip! click to add additional rows to the table.

SAVE

< PREVIOUS

NEXT >

You are able to re-upload if required by selecting the **Reload Plot Details** link or the information can be manually updated on screen by clicking the arrows in each section of the table

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

TE

Quote Application

STEP 1: SITE DETAILS ✓

STEP 2: PLOT DETAILS ✓

STEP 3: PRODUCT DETAILS ✓

STEP 4: ROLE DETAILS ✎

STEP 5: DECLARATION DETAILS ✎

PRODUCTS
2

NEW HOMES

Total number of units	1
Total estimated reconstruction cost of units	£150,000.00
Total estimated selling price of units	£250,000.00
Period of cover	10 Years ?

SOCIAL HOUSING

Total number of units	2
Total estimated reconstruction cost of units	£200,001.00
Period of cover	10 Years ?

Please confirm if any of the following additional cover options are required:
Please note that these additional extensions to the standard cover provided are available subject to meeting scheme criteria and will incur additional fees.

Loss of Rent?

Insolvency of the Builder during construction?

For insolvency cover, please provide contract cost
100000

Yes

No

Yes

No

For insolvency cover, please provide contract cost ?

RESIDENTIAL BUILDING CONTROL

Total number of units	3
-----------------------	---

You will be asked further questions relating to the products selected e.g. New Homes, Social Housing, Private Rental etc.

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

TE

Quote Application

STEP 1: SITE DETAILS ✓

STEP 2: PLOT DETAILS ✓

STEP 3: PRODUCT DETAILS ✓

STEP 4: ROLE DETAILS ✎

STEP 5: DECLARATION DETAILS ✎

ROLES

Please complete the table below to allocate the correct company and contact (if required) for each role. The guidance notes provide definitions for each role if required. If you / your company is in the role, please select the 'Set role as me' option and this will automatically populate your details. To add a different company or contact to a role or amend, simply select the 'Add new' option. If you wish to add additional roles to the application, please select the 'Add role' option.

EXTERNAL ROLES TO BE SET FOR THIS SITE

ADD ROLE ✎

Set to Me	Role	Company Name	Contact Name	EDIT ✎
✓	Invoice Recipient	i ExtraneTestCompany	Mr Test Emp	EDIT ✎
✓	Site Report Recipient	i ExtraneTestCompany	Mr Test Emp	EDIT ✎
✓	Warranty Document Recipient	i ExtraneTestCompany	Mr Test Emp	EDIT ✎
SET TO ME	Developer	i	N/A	EDIT ✎
SET TO ME	Builder	i	N/A	EDIT ✎

All roles must be set

SAVE

< PREVIOUS

NEXT >

These are the companies and contacts who will have a role on your site. You must allocate a contact to each role in order to proceed or set these as you. **Add Role** enables additional roles to be added or new companies / contacts can be added via the **Edit** link

EDIT INVOICE RECIPIENT

Set to me / my company Yes No

ENTER COMPANY DETAILS

Company name CHANGE COMPANY

Legal form type

CORRESPONDENCE ADDRESS Postcode Lookup

Address Line One

Address Line Two

Address Line Three

Town/City

Postcode

Country Code Contact Telephone Number

ENTER CONTACT DETAILS

Title

First Name

Last Name

Country Code Telephone

Country Code Mobile

Telephone or mobile number required

Email

OK SAVE CANCEL X

To edit a role select **Edit** and complete the information in the dialogue box before selecting **OK** to save

GET A QUOTE: ADD NEW DEVELOPER OR BUILDER

premier guarantee® Hello Test, need help? Get in touch 0151 650 4343 GET A QUOTE GET A CERTIFICATE TT

Quote Application

STEP 1: SITE DETAILS ✓ STEP 2: PLOT DETAILS ✓ STEP 3: PRODUCT DETAILS ✓ STEP 4: ROLE DETAILS ✎ STEP 5: DECLARATION DETAILS ✎

ROLES

EDIT DEVELOPER

Set to me / my company Yes No

Company Name
XXX **ADD COMPANY DETAILS MANUALLY**

OK CANCEL ✕

✓	Site Report Recipient	Test_Company	Mr Test Test	EDIT ✎
✓	Warranty Document Recipient	Test_Company	Mr Test Test	EDIT ✎
	Building Control Provider		N/A	EDIT ✎
SET TO ME	Developer		N/A	EDIT ✎
SET TO ME	Builder		N/A	EDIT ✎

All roles must be set

SAVE < PREVIOUS NEXT >

If you are using a separate Developer or Builder for your project, click **Edit** and start typing the Developer's or Builder's company name, and then select the correct option from the dropdown list. If the company is not already listed, click **Add Company Details Manually**

GET A QUOTE: ADD NEW DEVELOPER OR BUILDER

EDIT DEVELOPER

Set to me / my company Yes No

ENTER COMPANY DETAILS

Company name i CHANGE COMPANY
xxx

Legal form type i

CORRESPONDENCE ADDRESS Postcode Lookup

Address Line One i

Address Line Two i

Address Line Three i

Town/City i

Postcode i

Country Code i
United Kingdom

Contact Telephone Number i

OK CANCEL X

Check that the company information detailed is correct (if already listed) or complete the dialogue box and click **OK** to save. The role will then be populated with the company name provided

premier guarantee® Hello Test, need help? Get in touch 0151 650 4343 GET A QUOTE GET A CERTIFICATE TE

Quote Application PL-PG-10000019/1

STEP 1: SITE DETAILS ✓ STEP 2: PLOT DETAILS ✓ STEP 3: PRODUCT DETAILS ✓ STEP 4: ROLE DETAILS ✓ STEP 5: REGISTRATION DETAILS ✎ STEP 6: DECLARATION DETAILS ✎

DEVELOPER REGISTRATION DETAILS

A **Developer** is the company which owns the land on which the Development is being built and may or may not be responsible for both the construction and sale of property.

Is the Developer company already registered with Premier Guarantee? Yes No

What is the Registration number of the Developer company with Premier Guarantee? ⓘ

BUILDER REGISTRATION DETAILS

A **Builder** is the company which constructs properties on behalf of a Developer or Client.

Is the Builder company already registered with Premier Guarantee? Yes No

Is the Builder company associated to another company that is already registered with Premier Guarantee? Yes No

COMPANY BACKGROUND

Is Property Development your full time occupation? Yes No

Number of Units constructed in last financial year ⓘ

Number of units to be constructed in the next financial year? ⓘ

What is the estimated value of land bank held? (£) ⓘ

HOME QUOTES SITES COMPANY TRAINING GUIDE FAQs CONTACT US PRIVACY POLICY TERMS OF USE

You must confirm if the Developer and / or Builder is registered with Premier Guarantee and if so, provide their 7 digit registration number e.g. REG/PG/3000000

GET A QUOTE: ADD NEW DEVELOPER OR BUILDER

premier guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE
GET A CERTIFICATE
TE

A **Developer** is the company which owns the land on which the Development is being built and may or may not be responsible for both the construction and sale of property.

Is the Developer company already registered with Premier Guarantee?

Is the Developer company associated to another company that is already registered with Premier Guarantee?

COMPANY BACKGROUND

Is Property Development your full time occupation?

Number of Units constructed in last financial year i

Value must be a valid number

Number of units to be constructed in the next financial year? i

Value must be a valid number

What is the estimated value of land bank held? (£) i

Value must be a valid number

DETAILS OF PREVIOUS DEVELOPMENT PROJECTS

Can you provide details of previous development Projects?

MEMBERSHIP WITH OTHER WARRANTY PROVIDERS

Do you have any memberships with any other warranty providers?

Has the company ever been refused membership from a new home warranty provider's register?

PREVIOUS CLAIMS EXPERIENCE

Has the company had any claims in the last 3 years in relation to this type of insurance?

ASSOCIATED COMPANIES

Is there a parent / holding company (or other company able to provide a form of guarantee) associated with this organisation?

If the Developer and/or Builder is not registered, you must provide details of their construction and claims experience

premier guarantee

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE

DECLARATION & SUBMISSION

CLAIMS EXPERIENCE & GENERAL INSURANCE QUESTIONS

Please answer the following questions for you or any director or partner / any individual or organisation referenced within this application:

Have you sustained any losses or had any claims in the last three years that would be covered by this insurance?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been refused property insurance or had any special terms imposed by any insurer?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been convicted or is there any kind of prosecution pending for any offence involving dishonesty of any kind?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been prosecuted or received notification of intended prosecution under the Health and Safety Act 1974 or Consumer Prosecution Act 1987?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been involved with a house builder or construction company that has gone into liquidation / declared bankrupt in the past? If Yes, please provide details of what company and when. A Statement of Affairs will usually be required if the liquidation / bankruptcy occurred in the last 5 years	<input type="radio"/> Yes	<input type="radio"/> No

ACCOMPANYING DOCUMENTS

Other Supporting Documents

Click or drag files to upload

DECLARATION

It is important that you answer all questions fully, truthfully and accurately. Please remember that the answers you give will be used to determine the terms that we can offer. If incorrect information is provided, this may result in the policy being amended or cancelled and may reduce the amount payable in the event of a claim or may result in the non-payment of a claim.

I/We declare that to the best of my/our knowledge and belief, the information I/we have given is correct and complete in every detail on behalf of the proposed insured.

You are required to complete the claims and general insurance declaration

premier guarantee

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE

DECLARATION & SUBMISSION

CLAIMS EXPERIENCE & GENERAL INSURANCE QUESTIONS

Please answer the following questions for you or any director or partner / any individual or organisation referenced within this application:

Have you sustained any losses or had any claims in the last three years that would be covered by this insurance?

Additional information
Claim for site at Testville ⓘ

Have you ever been refused property insurance or had any special terms imposed by any insurer?

Have you ever been convicted or is there any kind of prosecution pending for any offence involving dishonesty of any kind?

Have you ever been prosecuted or received notification of intended prosecution under the Health and Safety Act 1974 or Consumer Prosecution Act 1987?

Have you ever been involved with a house builder or construction company that has gone into liquidation / declared bankrupt in the past? If Yes, please provide details of what company and when. A Statement of Affairs will usually be required if the liquidation / bankruptcy occurred in the last 5 years

ACCOMPANYING DOCUMENTS

Other Supporting Documents

DECLARATION

It is important that you answer all questions fully, truthfully and accurately. Please remember that the answers you give will be used to determine the terms that we can offer. If incorrect information is provided, this may result in the policy being amended or cancelled and may reduce the amount payable in the event of a claim or may result in the non-payment of a claim.

I/We declare that to the best of my/our knowledge and belief, the information I/we have given is correct and complete in every detail on behalf of the proposed insured.

You will be advised if any additional information is required to be uploaded based upon your responses

The screenshot shows the Premier Guarantee website interface. On the left is a dark blue sidebar with navigation links: HOME, QUOTES, SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The top navigation bar includes the Premier Guarantee logo, a contact number (0151 650 4343), and buttons for 'GET A QUOTE' and 'GET A CERTIFICATE'. The main content area is titled 'ACCOMPANYING DOCUMENTS' and contains four document upload sections:

- Green section:** A summary of Conversion Details consisting of existing and proposed drawings including details of the extent of the works to be undertaken are required. Includes a 'Remove file' button.
- Red section:** CSSW qualified design for basement waterproofing.
- Red section:** An Architectural Design & Access Statement detailing development brief and elements of build (To include facade, balconies, roof coverings, basements etc).
- Yellow section:** Other Supporting Documents.

Each section has a dashed box for file upload with the text 'Click or drag files to upload'. Below the document sections is a 'DECLARATION' section.

You will be required to upload any documentation related to your application before submitting your **Quote** application. You will be able to see on screen if the upload has been successful and delete / re-upload if required

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE
GET A CERTIFICATE
TE

CLAIMS EXPERIENCE & GENERAL INSURANCE QUESTIONS

Please answer the following questions for you or any director or partner / any individual or organisation referenced within this application:

Have you sustained any losses or had any claims in the last three years that would be covered by this insurance?

Have you ever been refused property insurance or had any special terms imposed by any insurer?

Have you ever been convicted or is there any kind of prosecution pending for any offence involving dishonesty of any kind?

Have you ever been prosecuted or received notification of intended prosecution under the Health and Safety Act 1974 or Consumer Prosecution Act 1987?

Have you ever been involved with a house builder or construction company that has gone into liquidation / declared bankrupt in the past? If Yes, please provide details of what company and when. A Statement of Affairs will usually be required if the liquidation / bankruptcy occurred in the last 5 years

ACCOMPANYING DOCUMENTS

Other Supporting Documents

Click or drag files to upload

DECLARATION

It is important that you answer all questions fully, truthfully and accurately. Please remember that the answers you give will be used to determine the terms that we can offer. If incorrect information is provided, this may result in the policy being amended or cancelled and may reduce the amount payable in the event of a claim or may result in the non-payment of a claim.

I/We declare that to the best of my/our knowledge and belief, the information I/we have given is correct and complete in every detail on behalf of the proposed insured.

SAVE
← PREVIOUS
✓ SUBMIT

Once all the information required is complete, you will be able to click the **Submit** button. This will submit the application and you will receive the formal quotation document bundle and terms and conditions via email once it has been formally underwritten



QUOTE: APPLICATION PENDING

The screenshot shows the Premier Guarantee website interface. At the top left is the Premier Guarantee logo. To its right, a user greeting reads "Hello Test, need help? Get in touch 0151 650 4343". On the top right, there are two buttons: "GET A QUOTE" (yellow) and "GET A CERTIFICATE" (dark blue), along with a user profile icon labeled "TT".

A navigation sidebar on the left contains the following menu items: HOME, QUOTES (highlighted in yellow), SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US, PRIVACY POLICY, and TERMS OF USE.

The main content area features a summary row with three boxes: "YOUR QUOTES" with a count of 1, "INCOMPLETE APPLICATIONS" with a count of 0, and "APPLICATIONS PENDING" with a count of 1. Below this, a section titled "APPLICATIONS PENDING" (with a count of 1) includes a "Show 10 entries" dropdown and a search field.

Application ID	Description	Plots	Application Submitted
PL-PG-10003974/1	VIEWING TEST, CH1	1 PLOTS	APPLICATION SUBMITTED: 25-09-2019

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous" and "Next" navigation links, with the number "1" highlighted in a dark box between them.

Once submitted, your application will show on the **Quotes** tab under **Applications Pending**. You will be sent your formal quotation via email

QUOTE: INCOMPLETE APPLICATIONS

The screenshot displays the Premier Guarantee Extranet interface. On the left is a dark blue navigation sidebar with links for HOME, QUOTES, SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The top header includes the Premier Guarantee logo, a contact number (0151 650 4343), and buttons for 'GET A QUOTE' and 'GET A CERTIFICATE'. A user profile icon 'TT' is also present. Below the header, a summary bar shows 'YOUR QUOTES' (1), 'INCOMPLETE APPLICATIONS' (1), and 'APPLICATIONS PENDING' (1). The main content area is titled 'INCOMPLETE APPLICATIONS' and shows a list of one entry: 'PL-PG-10003997/1' for 'TEST SITE, CH1' with '0 PLOTS'. For this entry, there are 'DELETE APPLICATION' and 'COMPLETE APPLICATION' buttons. The interface also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls showing 'Showing 1 to 1 of 1 entries'.

Any incomplete applications can be accessed via the **Home** page quick link or the **Quotes** tab under **Incomplete Applications**. Click **Complete Application** to continue with the application or **Delete Application** to remove from the Extranet

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE
GET A CERTIFICATE
TT

YOUR QUOTES 1

INCOMPLETE APPLICATIONS 1

APPLICATIONS PENDING 1

YOUR QUOTES 1

Show 10 ▼ entries Search:

PL-PG-10003960/1
ACCESSORIES ZONE LTD, E1 7AW
11 PLOTS ^

Sales Account Manager
Miss Holly Fowler
📞 01516504300

EXPIRES
01-10-2019

TOTAL NUMBER OF PLOTS
11

TOTAL FEES DUE
£23,063,506.35

Product Name	Number of Plots	Total Reconstruction Cost	Total Estimated Sale Price	Total Fees
Commercial Building Control	1	N/A	N/A	£6,720.00
Private Rental	2	£200,000.00	£300,000.00	£16,412.64
New Homes	4	£11,400,000.00	£600,000.00	£5,035.51
Self Build	2	£200,000.00	£300,000.00	£12,574.75
Residential Building Control	1	N/A	N/A	£613.20
Commercial	1	£100,000.00	£150,000.00	£23,017,398.42
Social Housing	2	£200,000.00	£300,000.00	£12,574.75

Click to view your formal quotation
VIEW QUOTE DOCUMENTS 🔍

Any quotes which have been submitted via the Extranet and not yet accepted, will be available to view under the **Quotes** tab and **Your Quotes**. Click on the **View Quote** button to view the quote summary and quote related documentation

QUOTE: YOUR ACTIVE QUOTES

VIEW QUOTE DOCUMENTS

Document Type	File Name	Applies To	Date Uploaded	
Quotation	Quote Acceptance - PL-PG-10003960_1.pdf	Whole Site	24/09/19 15:55	DOWNLOAD
Quotation	Quote - PL-PG-10003960_1.pdf	Whole Site	24/09/19 15:55	DOWNLOAD
Insurance Policy Information Document	PG Private Rental Policy v3 IPID.pdf	PR 4, PR 10	24/09/19 15:55	DOWNLOAD
Insurance Policy Information Document	PG New Homes Policy v10 IPID.pdf	NH 1, PR 1, PR 5, PR 7	24/09/19 15:55	DOWNLOAD
Insurance Policy Information Document	PG Self Build Policy v11 IPID.pdf	PR 2, PR 8	24/09/19 15:55	DOWNLOAD
Insurance Policy Information Document	PG Commercial Policy v9 IPID.pdf	PR 11	24/09/19 15:55	DOWNLOAD
Insurance Policy Information Document	PG Social Housing v8 IPID.pdf	PR 6, SH 1	24/09/19 15:55	DOWNLOAD
Policy Document	PG Private Rental Policy v3.pdf	PR 4, PR 10	24/09/19 15:55	DOWNLOAD
Policy Document	PG New Homes Policy v10.pdf	NH 1, PR 1, PR 5, PR 7	24/09/19 15:55	DOWNLOAD
Policy Document	PG Self Build Policy v11.pdf	PR 2, PR 8	24/09/19 15:55	DOWNLOAD

Showing 1 to 10 of 15 entries

Previous **1** 2 Next

Navigation: HOME, QUOTES, SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US, PRIVACY POLICY, TERMS OF USE

Header: GET A QUOTE, GET A CERTIFICATE, TT

Search: Search: _____

11 PLOTS

TOTAL NUMBER OF PLOTS: 11

TOTAL FEES DUE: £23,063,506.35

	Total Fees
N/A	£6,720.00
£300,000.00	£16,412.64
£600,000.00	£5,035.51
£300,000.00	£12,574.75
N/A	£613.20
£150,000.00	£23,017,398.42
£300,000.00	£4,751.83

VIEW QUOTE DOCUMENTS

Click the **Download** button to view the document required

QUOTE: YOUR ACTIVE QUOTES

premier guarantee

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in to

GET A QUOTE

GET A CERTIFICATE

TT

YOUR QUOTES

YOUR QUOTES

Show 10 entries

PL-PG-10003960/1

Sales Account Manager
Miss Holly Fowler
01516504300

Document Type	File Name	Applies To	Date Uploaded	
Quotation	Quote Acceptance - PL-PG-10003960_1.pdf	Whole Site	24/09/19 15:55	DOWNLOAD
Quotation	Quote - PL-PG-10003960_1.pdf		24/09/19	
Insurance Policy Information Document	PG Private Rental Policy v3 IPID.pdf			
Insurance Policy Information Document	PG New Homes Policy v10 IPID.pdf			
Insurance Policy Information Document	PG Self Build Policy v11 IPID.pdf			
Insurance Policy Information Document	PG Commercial Policy v9 IPID.pdf			
Insurance Policy Information Document	PG Social Housing v8 IPID.pdf			
Policy Document	PG Private Rental Policy v3.pdf			
Policy Document	PG New Homes Policy v10.pdf			
Policy Document	PG Self Build Policy v11.pdf			

Showing 1 to 10 of 15 entries

1 / 27

premier guarantee Quotation

Thank you for requesting a quotation from Premier Guarantee.

Below is the full breakdown of your quotation. Please read the information provided carefully and refer to the conditions detailed in this quotation. Any words or terms highlighted in bold are defined in the relevant policy wording.

Quotation Reference:	PL-PG-10003960/1
Site Address:	Accessories Zone Ltd, 8 Gravel Lane, London, Greater London, E1 7AW
Proposer:	Test_Company
Developer:	Riverside Construction (Hereford) Ltd
Builder:	Riverside Construction (Hereford) Ltd
Private Rental Insured Party:	Riverside Construction (Hereford) Ltd
Self-Build Property Owner:	Kingston Estates Limited
Underwriter:	AmTrust Europe Limited - 100%
Scheme Administrator:	MD Insurance Services Ltd
Date Quote Provided:	24/09/2019
Quote Valid Until:	01/10/2019

If you require any further information regarding this quotation, please contact us on 0800 107 8446.

Developers and Builders will need to, or already, be registered with Premier Guarantee and must maintain their registration during the **Building Period** and **Defects Insurance Period** for any site registered with Premier Guarantee. The initial registration fee is currently £500.00 with renewal currently £350.00 per year. These fees may be subject to change.

Premier Guarantee for New Homes	
Premium:	£2,403.17
Insurance Premium Tax (IPT)*:	£288.38
Technical Audit Fee:	£1,818.96
Consumer Code Fee:	£30.00
Refurbishment Assessment Fee:	£495.00
Total:	£5,035.51

Premier Guarantee for Social Housing	
Basic Premium:	£784.32
Endorsement - Insolvency of the Builder:	£1,200.00
Endorsement - Loss of Rent:	£150.00
Endorsement - Plastering:	£130.00
Endorsement - Sound Transmission:	£60.00

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE
GET A CERTIFICATE
TT

YOUR SITES
2

Show 10 ▼ entries Search:

Reference	Site Address	Plots	Plots Near Completion	Actions	Urgent Actions	
PL-PG-10003931	Cavern City Tours Ltd, L2 6RG	4	0	Z	0	GET A CERTIFICATE
PL-PG-10003996	Test Site, Test Street, CH41 1AU	1	0	6	0	GET A CERTIFICATE

Showing 1 to 2 of 2 entries Previous 1 Next

Your Sites is a list of all the open sites registered with Premier Guarantee since 1st January 2016. Click the reference number to open the record. This shows a summary of **Plots** and **Actions** outstanding. **Urgent Actions** relate to **Plots** nearly complete

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE

GET A CERTIFICATE

TT

PL-PG-10003931

CAVERN CITY TOURS LTD
CENTURY BUILDINGS
31 NORTH JOHN STREET
MERSEYSIDE
L2 6RG

Sales Account Manager
Robin Smith

☎ 07778 218 2929
✉ robin.smith@premierguarantee.co.uk

Sales Account Manager
John Jones

☎ 07778 218 2929
✉ john.jones@premierguarantee.co.uk

Sales Account Manager
Jane Roberts

☎ 0151 650 4343
✉ jane.roberts@premierguarantee.co.uk

PRODUCTS

6

PLOTS

4

ACTION REQUIRED

7/ 0!

TECHNICAL SUMMARY

7

SITE INSPECTIONS

1

ROLES

16

FEES

£42,491.25

TECHNICAL DOCUMENTS

5

POLICY DOCUMENTS

15

PRODUCT SUMMARY COI'S ISSUED **0 / 4** [GET A CERTIFICATE](#)

Search: _____

Product Name	Number of Plots	Total Reconstruction Cost	Total Estimated Sale Price	Total Fees
Premier Guarantee for Social Housing (Policy Version 8)	1	£100,000.00	£0.00	£13,038.73
Premier Guarantee for New Homes (Policy Version 10)	1	£100,000.00	£1,000,000.00	£3,463.40
Premier Guarantee for Commercial Buildings (Policy Version 9)	1	£100,000.00	£0.00	£4,000.27
Premier Guarantee for Private Rental (Policy Version 3)	1	£100,000.00	£0.00	£3,026.05
Premier Guarantee Residential Building Control	3	N/A	N/A	£1,234.80

This shows a summary of the warranty products associated to your **Site** and if any Certificates of Insurance (COI) have already been issued

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE
GET A CERTIFICATE
TT

PRODUCT SUMMARY COI'S ISSUED
0 / 4
GET A CERTIFICATE

Search: _____

Product Name	Number of Plots	Total Reconstruction Cost	Total Estimated Sale Price	Total Fees	
Premier Guarantee for Social Housing (Policy Version 8)	1	£100,000.00	£0.00	£13,038.73	i
<div style="background-color: #1a3d4d; color: white; padding: 2px; font-size: x-small; margin-bottom: 2px;">Covers</div> <div style="background-color: #e9ecef; padding: 2px; font-size: x-small; margin-bottom: 2px;">Defects Insurance</div> <div style="background-color: #e9ecef; padding: 2px; font-size: x-small; margin-bottom: 2px;">Structural Insurance</div> <div style="background-color: #e9ecef; padding: 2px; font-size: x-small; margin-bottom: 2px;">Contaminated Land</div> <div style="background-color: #e9ecef; padding: 2px; font-size: x-small; margin-bottom: 2px;">Additional Cover for Approved Inspector Building Control Function</div> <div style="background-color: #e9ecef; padding: 2px; font-size: x-small; margin-bottom: 2px;">Insolvency of the Builder</div> <div style="background-color: #e9ecef; padding: 2px; font-size: x-small; margin-bottom: 2px;">Loss of Rent</div> <div style="background-color: #e9ecef; padding: 2px; font-size: x-small; margin-bottom: 2px;">Plastering</div> <div style="background-color: #e9ecef; padding: 2px; font-size: x-small; margin-bottom: 2px;">Sound Transmission</div>					
Premier Guarantee for New Homes (Policy Version 10)	1	£100,000.00	£1,000,000.00	£3,463.40	i
Premier Guarantee for Commercial Buildings (Policy Version 9)	1	£100,000.00	£0.00	£4,000.27	i
Premier Guarantee for Private Rental (Policy Version 3)	1	£100,000.00	£0.00	£3,026.05	i
Premier Guarantee Residential Building Control	3	N/A	N/A	£1,234.80	i
Premier Guarantee Commercial Building Control	1	N/A	N/A	£7,728.00	i

Each warranty product can be expanded to show what cover is provided

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE

GET A CERTIFICATE

TT

PL-PG-10003931

CAVERN CITY TOURS LTD
CENTURY BUILDINGS
31 NORTH JOHN STREET
MERSEYSIDE
L2 6RG

Sales Account Manager
Robin Smith

☎ 07778 218 2929
✉ robin.smith@premierguarantee.co.uk

Sales Account Manager
John Jones

☎ 07778 218 2929
✉ john.jones@premierguarantee.co.uk

Sales Account Manager
Jane Roberts

☎ 0151 650 4343
✉ jane.roberts@premierguarantee.co.uk

PRODUCTS

6

PLOTS

4

ACTION REQUIRED

7/ 0!

TECHNICAL SUMMARY

7

SITE INSPECTIONS

1

ROLES

16

FEES

£42,491.25

TECHNICAL DOCUMENTS

5

POLICY DOCUMENTS

15

PLOTS

GET A CERTIFICATE

Search: _____

PLOTS NEARLY COMPLETE FOR COI

Reference	Plot Name	Plot Address	Product	Stage of Works	Actions	Plot Initial Certificate	Certificate of Insurance
PL-PG-10003931-1	Plot 1	1, CH41 1AU	New Homes Building Control	Waiting for inspection	5	ISSUED: 19/09/2019	GET A CERTIFICATE
PL-PG-10003931-2	Plot 2	130, L3 6EN	Social Housing Building Control	Foundations Commenced	5	Not Applicable	GET A CERTIFICATE
PL-PG-10003931-3	Plot 3	3, 13	Private Rental Building Control	Waiting for inspection	3	Not Applicable	GET A CERTIFICATE

Summary of the **Plots** associated to your **Site** and if any Certificates have already been issued which you will be able to download and view as a pdf (if issued after Extranet launch). View any outstanding **Actions** by clicking **Get A Certificate**. Click the **Plots Nearly Complete for COI** button to filter Plots were urgent action required

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello **Adrian**, need help? Get in touch **0151 650 4343**

PL-PG-38707

LAND OFF JACKSON ROAD
COALVILLE
BAGWORTH
LE67 1HL

Sales Account Manager
Robin Smith

☎ 07778 218 2929
✉ robin.smith@premierguarantee.co.uk

Sales Account Manager
John Jones

☎ 07778 218 2929
✉ john.jones@premierguarantee.co.uk

Sales Account Manager
Jane Roberts

☎ 0151 650 4343
✉ jane.roberts@premierguarantee.co.uk

PRODUCTS
3

PLOTS
40

ACTION REQUIRED
6/ 0!

TECHNICAL SUMMARY
0

SITE INSPECTIONS
124

ROLES
24

FEES
£0.00

TECHNICAL DOCUMENTS
3

POLICY DOCUMENTS
1

ACTION REQUIRED

GET A CERTIFICATE

PLOTS NEARLY COMPLETE FOR COI				
Details of Actions Outstanding	Applies To	Plot IC	COI	Respond To Action
Issuance of Warranty Technical Sign Off (Certificate of Approval)	To Be Confirmed # 1 - To Be Confirmed # 2		✓	RESPOND
Receipt of a Confirmed Sale Price is required	To Be Confirmed # 1 - To Be Confirmed # 2			Click to provide a response to this outstanding technical action to support its closure e.g. upload information/photos
Receipt of Plot Postal Addresses is required	To Be Confirmed # 1 - To Be Confirmed # 2	✓	✓	RESPOND
Builder has Outstanding Security Documents	New Homes, Social Housing (Plot 11 -	✓	✓	RESPOND

Actions relate to any item or action that must be completed by you before a Certificate can be issued

The screenshot displays the Premier Guarantee user interface. A modal window titled "RESPOND TO ACTION OUTSTANDING" is the central focus. It contains the following text and elements:

- DETAILS OF ACTIONS OUTSTANDING - APPLIES TO NEW HOMES, PRIVATE RENTAL, SOCIAL HOUSING (PLOT 1 - PLOT 3)**
- A text input field containing "Developer has Outstanding Security Documents".
- Instructions: "Please enter details of action undertaken to close this outstanding item" and "Attached is the document".
- A "Please Note" section: "You can optionally upload documents below (up to max of 15 files or 50MB) to support the closure of this outstanding action." Below this is a large area with a hand cursor icon and the text "Drop files here or click to upload".
- Buttons for "SUBMIT" and "CANCEL".

In the background, a table titled "PLOTS NEARLY COMPLETE FOR COI" is visible:

Plot IC	COI	Respond To Action
✓		VIEW RESPONSE
✓	✓	PENDING
✓	✓	PENDING
	✓	PENDING

A "Submitted" confirmation dialog is overlaid on the bottom right, featuring a green checkmark icon and the text: "Submitted. Thank you for uploading these outstanding documents from the Extranet. This has now been forwarded to our team. Should we require any further information or clarification we will respond accordingly." An "OK" button is at the bottom.

You must confirm what has been done to close off the **Action** and you can upload evidence to support this. Confirmation of successful submission will be shown on screen and the Respond To Action status will change to **Pending**. An email notification is sent when the **Action** is closed

RESPOND TO ACTION OUTSTANDING

DETAILS OF ACTIONS OUTSTANDING - APPLIES TO WHOLE SITE

Building Control / Regulatory Requirements:

Test Test - 26/09/19 14:40

I have attached the documents here

Thanks

- 923-011C Foundation Layout Sections Blocks 1 ...
- 923-012A Ground Beams RC Detail Blocks 1 & 2...
- 923-015 Porch Foundation Detail.pdf

Miss Chinnu Nizar - 26/09/19 14:45

Dear Mr Test,

Thanks for sending the documents so promptly.

Could you also send the Piling Information please.

Kind regards

Chinnu Nizar
QA Tester
01516504300

Please enter details of action undertaken to close this outstanding item

Plot IC	COI	Respond To Action
✓		VIEW RESPONSE
✓	✓	PENDING
✓	✓	PENDING
✓	✓	PENDING
✓	✓	RESPOND
✓	✓	RESPOND
	✓	RESPOND

Once your response to the Action is reviewed by the Premier Guarantee team, if further action or information is required, you will receive an email confirming the details. This will also be available to view on the Extranet via the **View Response** button. Once the Action has been closed, you will no longer be able to see any responses

SITE: TECHNICAL SUMMARY DESIGN DOCUMENTS

premier
guarantee®

Hello Test, need help? Get in touch 0151 650 4343

[GET A QUOTE](#) [GET A CERTIFICATE](#) TT

PRODUCTS

6

PLOTS

4

ACTION REQUIRED

7/ 0!

TECHNICAL SUMMARY

7

SITE INSPECTIONS

1

ROLES

16

FEES

£42,491.25

TECHNICAL DOCUMENTS

5

POLICY DOCUMENTS

15

TECHNICAL SUMMARY [GET A CERTIFICATE](#)

DESIGN DOCUMENTS

OPEN: **2**

DESIGN ITEMS

OPEN: **2**

RISK ITEMS

OPEN: **1**

COMPLETION DOCS

OPEN: **1**

SITE DEFECTS

OPEN: **1**

[GENERATE ALL TECHNICAL ITEMS](#)

Show 10 entries Search: _____

Area	Description of Outstanding Design Document	Applies To	Date Raised	Respond
Architects Design	A copy of the planning layout and site location plan which should include a schedule of plots and house types	Whole Site	19/09/2019	PENDING
Building Control / Regulatory Requirements	A full set of fire strategy drawings and fire strategy report from a specialist	Whole Site	19/09/2019	VIEW RESPONSE

Showing 1 to 2 of 2 entries Previous **1** Next

[PRIVACY POLICY](#) [TERMS OF USE](#)

Design Documents are the design related documents your architect has produced for your Site (plans, drawings or calculations for example). These documents are required at the start of the project

SITE: TECHNICAL SUMMARY DESIGN ITEMS

premier guarantee® Hello Test, need help? Get in touch 0151 650 4343 [GET A QUOTE](#) [GET A CERTIFICATE](#) TT

PRODUCTS 6 PLOTS 4 ACTION REQUIRED 7/0! TECHNICAL SUMMARY 7 SITE INSPECTIONS 1 ROLES 16 FEES £42,491.25

TECHNICAL DOCUMENTS 5 POLICY DOCUMENTS 15

TECHNICAL SUMMARY [GET A CERTIFICATE](#)

DESIGN DOCUMENTS OPEN: 2 DESIGN ITEMS OPEN: 2 RISK ITEMS OPEN: 1

COMPLETION DOCS OPEN: 1 SITE DEFECTS OPEN: 1 [GENERATE ALL TECHNICAL ITEMS](#)

Show 10 entries Search:

Area	Description of Outstanding Design Item	Applies To	Date Raised	Respond
Ground Floors	Test	Plot 1 - Plot 3	19/09/2019	RESPOND ✓
Structural Engineering Item	Test	Whole Site	19/09/2019	RESPOND ✓

Showing 1 to 2 of 2 entries Previous 1 Next

PRIVACY POLICY TERMS OF USE

Design Items are queries, questions or issues that our surveying team have raised in relation to the design elements of your construction project. Any items raised will require responses and closing before final sign off

SITE: TECHNICAL SUMMARY RISK ITEMS

premier guarantee®

Hello Test, need help? Get in touch 0151 650 4343

MERSEYSIDE L2 6RG

GET A QUOTE GET A CERTIFICATE TT

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

PRODUCTS 6

PLOTS 4

ACTION REQUIRED 7/ 0!

TECHNICAL SUMMARY 7

SITE INSPECTIONS 1

ROLES 16

FEES £42,491.25

TECHNICAL DOCUMENTS 5

POLICY DOCUMENTS 15

TECHNICAL SUMMARY GET A CERTIFICATE

DESIGN DOCUMENTS OPEN: 2

DESIGN ITEMS OPEN: 2

RISK ITEMS OPEN: 1

COMPLETION DOCS OPEN: 1

SITE DEFECTS OPEN: 1

GENERATE ALL TECHNICAL ITEMS

Show 10 entries Search:

Area	Description of Outstanding Risk Item	Applies To	Date Raised	Respond
Basements	Test	Whole Site	19/09/2019	RESPOND

Showing 1 to 1 of 1 entries

Previous 1 Next

Risk Items are possible risk areas our surveying team have identified for your construction project that our on-site surveyor will need to verify and clear before final sign off

SITE: TECHNICAL SUMMARY COMPLETION DOCS

premier
guarantee®

- HOME
- QUOTES
- SITES
- COMPANY
- TRAINING GUIDE
- FAQS
- CONTACT US
- PRIVACY POLICY
- TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

MERSEYSIDE
L2 6RG

PRODUCTS
6

PLOTS
4

ACTION REQUIRED
7/ 0!

TECHNICAL SUMMARY
7

SITE INSPECTIONS
1

ROLES
16

FEES
£42,491.25

TECHNICAL DOCUMENTS
5

POLICY DOCUMENTS
15

TECHNICAL SUMMARY
GET A CERTIFICATE

DESIGN DOCUMENTS | OPEN: 2

DESIGN ITEMS | OPEN: 2

RISK ITEMS | OPEN: 1

COMPLETION DOCS | OPEN: 1

SITE DEFECTS | OPEN: 1

[GENERATE ALL TECHNICAL ITEMS](#)

Select to view all outstanding documents we require prior to plot sign off (e.g. Gas and Electrical Certificates etc.)
Search:

Area	Description of Outstanding Completion Document	Applies To	Date Raised	Respond
Architects Design	As built Dwelling Emission Rate (DER) and Dwelling Fabric Energy Efficiency (DFEE) calculations.	Whole Site	19/09/2019	RESPOND ✔

Showing 1 to 1 of 1 entries

[Previous](#)
1
[Next](#)

TT

Completion Documents are the certification documents for each house (Electrical certificate or gas certificate for example) that we need to receive and review before sign off

SITE: TECHNICAL SUMMARY

SITE DEFECTS

premier
guarantee®

- HOME
- QUOTES
- SITES
- COMPANY
- TRAINING GUIDE
- FAQS
- CONTACT US

Hello Test, need help? Get in touch 0151 650 4343

MERSEYSIDE
L2 6RG

PRODUCTS
6

PLOTS
4

ACTION REQUIRED
7/ 0!

TECHNICAL SUMMARY
7

SITE INSPECTIONS
1

ROLES
16

FEES
£42,491.25

TECHNICAL DOCUMENTS
5

POLICY DOCUMENTS
15

TT

GET A QUOTE

GET A CERTIFICATE

TECHNICAL SUMMARY
GET A CERTIFICATE

DESIGN DOCUMENTS | OPEN: 2

DESIGN ITEMS | OPEN: 2

RISK ITEMS | OPEN: 1

COMPLETION DOCS | OPEN: 1

SITE DEFECTS | OPEN: 1

GENERATE ALL TECHNICAL ITEMS

Show 10 entries

Select to view all outstanding defects for this site

Search: _____

Area	Details	Raised By	Date Raised	Applies To	Photos	Respond
Ground Conditions	Interstitial defects are atoms that occupy a site in the crystal structure at which there is usually not an atom. They are generally high energy configurations.	Mr Luke Reed	19/09/2019	Plot 1, Plot 4	View	RESPOND

Showing 1 to 1 of 1 entries

Previous 1 Next

PRIVACY POLICY

TERMS OF USE

Site Defects are issues or problems that our on-site surveyor has raised when inspecting your project. They will need rectifying to our satisfaction before we can sign off any Plot

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE

GET A CERTIFICATE

TT

PL-PG-10003931

CAVERN CITY TOURS LTD
CENTURY BUILDINGS
31 NORTH JOHN STREET
MERSEYSIDE
L2 6RG

Sales Account Manager
Robin Smith

☎ 07778 218 2929
✉ robin.smith@premierguarantee.co.uk

Sales Account Manager
John Jones

☎ 07778 218 2929
✉ john.jones@premierguarantee.co.uk

Sales Account Manager
Jane Roberts

☎ 0151 650 4343
✉ jane.roberts@premierguarantee.co.uk

PRODUCTS

6

PLOTS

4

ACTION REQUIRED

7/ 0!

TECHNICAL SUMMARY

7

SITE INSPECTIONS

1

ROLES

16

FEES

£42,491.25

TECHNICAL DOCUMENTS

5

POLICY DOCUMENTS

15

SITE INSPECTIONS GET A CERTIFICATE

Date of Inspection	Inspected By	Plots Inspected	Defects Raised	Site Inspection Report
09/09/2019	Mr Luke Reed	1	1	<div style="display: flex; justify-content: space-between; align-items: center;"> Click to view PDF of site inspection report VIEW REPORT </div>

Showing 1 to 1 of 1 entries Previous **1** Next

The **Site Inspection** reports associated with any site visit will be listed here and available to view or download. If you need to access any historic reports please contact your customer services team. Select **View Report** to view the pdf

Order | Premier Guarant... x Site Inspection Report - x

Site Inspection Report

premier guarantee® Site Inspection Report

A site inspection was undertaken at PL-PG-10000024 on 21/02/2019.

Progress on site was noted as below, with comments and guidance provided accordingly.

Plot Progress

Construction Stage	Foundations Commenced
Plots	Plot 2
Comments	test
Future Guidance	test

Defects Raised

The following defects were raised/noted in this inspection and require attention:

Defect Area	Building Control - B - Fire Safety
Plots	Plot 1
Description	test See image appendix figure 1.

Defect Area	Building Control - A - Structure
Plots	Plot 1
Description	test

Risks Raised

Please be aware of the following risks which have been raised during this inspection, and should be managed during the course of your build:

Risk Area	Basements
Scope	Site
Description	test
Comments	test

Risk Area	Ground Floors
Scope	Site
Description	test
Comments	test

A further inspection is arranged for 26/02/2019. Please advise as early as possible if this date is not possible.

In addition to this report please also review your technical overview document which details all of our technical requirements, and is maintained throughout the build.

Should you wish to discuss anything in more detail please contact me.

Yours sincerely,

Miss Kalpana Mareddy

Site Inspection Re...pdf ^ Show all x

SITE: PEOPLE LINKED TO THE SITE (ROLES)

- HOME
- QUOTES
- SITES
- COMPANY
- TRAINING GUIDE
- FAQS
- CONTACT US

Hello Test, need help? Get in touch 0151 650 4343

PL-PG-10003931

CAVERN CITY TOURS LTD
CENTURY BUILDINGS
31 NORTH JOHN STREET
MERSEYSIDE
L2 6RG

Sales Account Manager
Robin Smith

07778 218 2929
robin.smith@premierguarantee.co.uk

Sales Account Manager
John Jones

07778 218 2929
john.jones@premierguarantee.co.uk

Sales Account Manager
Jane Roberts

0151 650 4343
jane.roberts@premierguarantee.co.uk

GET A QUOTE

GET A CERTIFICATE

TT

PRODUCTS

6

PLOTS

4

ACTION REQUIRED

7/ 0!

TECHNICAL SUMMARY

7

SITE INSPECTIONS

1

ROLES

16

FEES

£42,491.25

TECHNICAL DOCUMENTS

5

POLICY DOCUMENTS

15

ROLES GET A CERTIFICATE

EXTERNAL ROLES

<p>Quote Recipient</p> <p>Test_Company</p> <p>Mr Test Test</p>	<p>Invoice Recipient</p> <p>Test_Company</p> <p>Mr Test Test</p>	<p>Warranty Document Recipient</p> <p>Test_Company</p> <p>Mr Test Test</p>	<p>Site Report Recipient</p> <p>Test_Company</p> <p>Mr Test Test</p>
---	---	---	---

ALL EXTERNAL ROLES 🔍

Roles are the companies and contacts who will have a role on your site. Should you need to make any changes, please call Customer Services on 0151 650 4343 or email customerservices@premierguarantee.co.uk including your site reference and details of the change

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE
GET A CERTIFICATE
TT

ROLES
GET A CERTIFICATE

ALL EXTERNAL ROLES (8) X

Show entries

Roles	Company	Name	Phone	Email
Quote Recipient				
Builder				
Developer				
Invoice Recipient				
Building Control Provider				
PRS Company				
Warranty Document Recipient				
Site Report Recipient				

Showing 1 to 8 of 8 entries Previous **1** Next

If you wish to amend any of the above roles or contact details, please contact our customer services team

PREMIER GUARANTEE ROLES

Sales Account Manager

Surveyor

Customer Service Account Handler

Technical Administrator

Expand to view all **Roles** or click the **X** to close

premier
guarantee®

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

PL-PG-10003931

CAVERN CITY TOURS LTD
CENTURY BUILDINGS
31 NORTH JOHN STREET
MERSEYSIDE
L2 6RG

Sales Account Manager

Robin Smith

☎ 07778 218 2929
✉ robin.smith@premierguarantee.co.uk

Sales Account Manager

John Jones

☎ 07778 218 2929
✉ john.jones@premierguarantee.co.uk

Sales Account Manager

Jane Roberts

☎ 0151 650 4343
✉ jane.roberts@premierguarantee.co.uk

[Click to view details of fees due, paid and outstanding for this site](#)

PRODUCTS

6

PLOTS

4

ACTION REQUIRED

7/ 0!

TECHNICAL SUMMARY

7

SITE INSPECTIONS

1

ROLES

16

FEES

£42,491.25

TECHNICAL DOCUMENTS

5

POLICY DOCUMENTS

15

FEES

GET A CERTIFICATE

<p style="font-size: 1.2em; font-weight: bold; margin-bottom: 10px;">TOTAL FEES</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: small;">Fees Due</td> <td style="text-align: right;">£32,491.25</td> </tr> <tr> <td style="font-size: small;">Fees Received To Date</td> <td style="text-align: right; color: red;">£0.00</td> </tr> <tr> <td style="font-size: small;">Fees Outstanding</td> <td style="text-align: right; color: red;">£32,491.25</td> </tr> </table>	Fees Due	£32,491.25	Fees Received To Date	£0.00	Fees Outstanding	£32,491.25	<p style="font-size: 1.2em; font-weight: bold; margin-bottom: 10px;">ESCROW</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: small;">Fees Due</td> <td style="text-align: right;">£10,000.00</td> </tr> <tr> <td style="font-size: small;">Fees Received To Date</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td style="font-size: small;">Fees Outstanding</td> <td style="text-align: right; color: red;">£10,000.00</td> </tr> </table>	Fees Due	£10,000.00	Fees Received To Date	£0.00	Fees Outstanding	£10,000.00
Fees Due	£32,491.25												
Fees Received To Date	£0.00												
Fees Outstanding	£32,491.25												
Fees Due	£10,000.00												
Fees Received To Date	£0.00												
Fees Outstanding	£10,000.00												

For any queries relating to these payments, please email details and your site reference number (PL-PG-10003931) to finance@premierguarantee.co.uk

Fees shows a summary of any fees relating to the **Order**. For any queries relating to payments, please email your details and site reference e.g. PL-PG-1000000 to finance@premierguarantee.co.uk

Test Office Test Office Ltd, L14 8QP Employees: 4

Test Office



Test Office Ltd
Test Building
Test Street
Test Town
L14 8QP

EDIT OFFICE

EMPLOYEES

ADD NEW EMPLOYEE

Search: _____

Name	Email Address	Telephone	Mobile	Extranet Status	Action
Mr Test	test@test.com	01569 123456		Administrator	EDIT
Mr Test	test@test.com	01569 123456		GRANT ACCESS	EDIT
Mr Test	test@test.com	01569 123456		Administrator	EDIT
Mr Test	test@test.com			GRANT ACCESS	EDIT

Showing 1 to 4 of 4 entries

Previous 1 Next

Showing 1 to 1 of 1 entries

Previous 1 Next

The **Company** tab provides a summary of the information we hold on your company, office(s) and employees. If you are set up as an Extranet Administrator, you can add a new office by clicking the **Add New Office** button but you are unable to edit a registered office

COMPANY: ADD NEW OFFICE

ADD NEW OFFICE

ADD NEW OFFICE DETAILS

Is this your main correspondence address?

Do you want to set the address using a postcode lookup? **Yes** **No**

Q x
Please enter more characters

Office Email

Office Phone Number

United Kingdom Telephone

SAVE **CLOSE**

Name	Email Address	Telephone	Mobile	Extranet Status	Action
Mr Test Test	test@test.com		07123456789	Administrator	EDIT
Miss Test Tester	Test@gmail.com		07123456788		GRANT ACCESS EDIT

Showing 1 to 2 of 2 entries

Merseyside - Office	Test Test Test, L2 6RG	Employees: 1	▼
Leeds - Office	Test, L2 6RG	Employees: 1	▲

Complete the new office details as required and click **Save**. The new office will then appear on the Extranet and you will be able to add new employees as required

COMPANY: ADD NEW EMPLOYEE

The screenshot displays the 'ADD NEW EMPLOYEE' modal form. The form is divided into two main sections: 'ADD NEW EMPLOYEE DETAILS' and 'EXTRANET ACCESS'.

ADD NEW EMPLOYEE DETAILS:

- Title:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- Mobile Phone Number:** A dropdown menu for country (currently 'United Kingdom') and a text input for the number.
- Office Phone Number:** A dropdown menu for country (currently 'United Kingdom') and a text input for the number.
- Office(s) Associated to:** A dropdown menu (currently 'Nothing selected').

EXTRANET ACCESS:

- Do they require extranet access?** Radio buttons for 'Yes' and 'No'.
- Will they be an Extranet administrator?** Radio buttons for 'Yes' and 'No'.

At the bottom of the modal are 'SAVE' and 'CANCEL' buttons.

The background interface shows a sidebar with navigation options: HOME, QUOTES, SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The main content area shows a list of employees with columns for Name, Extranet Status, and Action. The current employee listed is 'Mr Test Test' with status 'Administrator'.

Complete details as required and click **Save**. The new employee will appear on the Extranet and you can add further employees by clicking the **Add New Employee** button. You are able to provide Extranet access and set as Extranet Administrator if required

COMPANY: GRANT EXTRANET ACCESS (ADMINISTRATORS ONLY)

The screenshot displays the 'EDIT EMPLOYEE' modal window. The background interface shows a navigation menu on the left with 'COMPANY' highlighted, and a main content area with 'TEST_COMPANY' and 'EMPLOYEES' sections. The 'EMPLOYEES' section contains a search bar and a table of employees. The 'EDIT EMPLOYEE' modal is open, showing the following details:

EDIT EMPLOYEE DETAILS

Title: Miss, First Name: Test, Last Name: Tester

Email: Test@gmail.com

Mobile Phone Number: United Kingdom (Country), 07123456788 (Mobile)

Office Phone Number: United Kingdom (Country), Telephone

Office(s) Associated to: Office

EXTRANET ACCESS

Do they require extranet access? Yes No

Will they be an Extranet administrator? Yes No

Buttons: SAVE, CANCEL

The background table shows the following data:

Name	Extranet Status	Action
Mr Test Test	Administrator	EDIT
Miss Test Tester	GRANT ACCESS	EDIT

Extranet Administrators can give employees Extranet access by clicking the **Grant Access** button. We recommend that a company has more than one Extranet Administrator. This is shown under the **Extranet Status** column

COMPANY: EDIT / REMOVE EXTRANET ACCESS (ADMINISTRATORS ONLY)

- HOME
- QUOTES
- SITES
- COMPANY
- TRAINING GUIDE
- FAQS
- CONTACT US
- PRIVACY POLICY
- TERMS OF USE

Hello Test, need help? Get in touch 0151 650 4343

TEST_COMPANY | REG NO: (NOT KNOWN) | OFFICES : 3 | EMPLOYEES : 2
ADD NEW OFFICE

Office
M D Insurance Services Ltd, CH41 1AU
Employees: 2

Office

EDIT OFFICE

EMPLOYEES
ADD NEW EMPLOYEE

Search:

Name	Email Address	Telephone	Mobile	Extranet Status	Action
Mr Test Test	test@test.com		07123456789	Administrator	EDIT
Miss Test Tester	Test@gmail.com		07123456788		

Showing 1 to 2 of 2 entries Previous **1** Next

Merseyside - Office	Test Test Test, L2 6RG	Employees: 1	▼
Leeds - Office	Test, L2 6RG	Employees: 1	▲

TT

GET A QUOTE

GET A CERTIFICATE

TT

TEST_COMPANY | REG NO: (NOT KNOWN) | OFFICES : 3 | EMPLOYEES : 2

ADD NEW OFFICE

Office M D Insurance Services Ltd, CH41 1AU Employees: 2

Office

EDIT OFFICE

EMPLOYEES ADD NEW EMPLOYEE

Search:

Name	Email Address	Telephone	Mobile	Extranet Status	Action
Mr Test Test	test@test.com		07123456789	Administrator	EDIT
Miss Test Tester	Test@gmail.com		07123456788		

Click to edit the contact information for this employee or the office they are associated to

Showing 1 to 2 of 2 entries Previous **1** Next

Merseyside - Office	Test Test Test, L2 6RG	Employees: 1	▼
Leeds - Office	Test, L2 6RG	Employees: 1	▲

Extranet Administrators can withdraw employee Extranet access by clicking the **Edit** button

59

COMPANY: EDIT / REMOVE EXTRANET ACCESS (ADMINISTRATORS ONLY)

The screenshot displays the 'EDIT EMPLOYEE' modal window. The background shows the 'EMPLOYEES' management interface with a search bar and a table of employees. The modal form includes the following sections:

- EDIT EMPLOYEE DETAILS:**
 - Title: Miss
 - First Name: Test
 - Last Name: Tester
 - Email: Test@gmail.com
 - Mobile Phone Number: United Kingdom (dropdown), Mobile: 07123456788
 - Office Phone Number: United Kingdom (dropdown), Telephone: (empty)
 - Office(s) Associated to: Office (dropdown)
- EXTRANET ACCESS:**
 - Do they require extranet access? Yes No
- Buttons:** SAVE (green), CANCEL (red)

The background interface includes a sidebar with navigation links (HOME, QUOTES, SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US, PRIVACY POLICY, TERMS OF USE) and a main content area with 'Office' management options and an employee list table.

Name	Extranet Status	Action
Mr Test Test	Administrator	EDIT
Miss Test Tester	Administrator	EDIT

Change Extranet Access to **No** and click **Save** to withdraw access

premier guarantee®

Hello Test, need help? Get in touch 0151 650 4343

GET A QUOTE GET A CERTIFICATE TT

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

FAQS

CONTACT US

PRIVACY POLICY

TERMS OF USE

TRAINING

Click [here](#) to access our Extranet training support materials.

premier guarantee®

EXTRANET TRAINING MANUAL

MD Insurance Services Ltd is the Scheme Administrator for the Premier Guarantee range of structural warranties.
MD Insurance Services Ltd is authorised and regulated by the Financial Conduct Authority

Additional Extranet training support materials are available via the **Training Guide** tab on the left hand side

- HOME
- QUOTES
- SITES
- COMPANY
- TRAINING GUIDE
- FAQS
- CONTACT US

Hello Test, need help? Get in touch 0151 650 4343

[GET A QUOTE](#)
[GET A CERTIFICATE](#)

FAQS

? Click [here](#) to access our Frequently Asked Questions.

EXTRANET FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS ABOUT USING THE EXTRANET

Where can I find training on how to use the Extranet?

A range of training materials can be accessed here: www.premierguarantee.com/extranet-training

I have forgotten my password

If you have forgotten your password, simply go on to the Extranet login page and click the **Forgot Password** link. Enter your email address and click the **Reset my password** button. This will send an email to your inbox for you to click and reset your password. If you have not received this email, please ensure you check your spam filter. Please note that this link will expire within 24 hours.

Can I change my password?

Yes, you are able to update your password within the Extranet by clicking the icon with your initials in the top right corner. Select the **Change Password** option where you will be prompted to type in your new password.

How do I find out who my company Extranet Administrator is?

To find out who your company Extranet Administrator is, select the **Company** tab. You will see a table listing your Extranet users and their user status under the **Extranet Status** column.

How does an Extranet Administrator set up a new employee or office?

To set up a new company employee, select the **Company** tab and click the **Add new employee** button. Complete the information as required, and save. You will also be able to grant Extranet access here. To add a new office, click the **Add new office** button and complete the information as required. Once saved, you will be able to add employees to this office.

Can I set up more than one Extranet Administrator?

Yes, if an employee is registered on our system, then they can be added as an Extranet Administrator. Only a current Extranet Administrator has permission to do this and it can be done via the **Company** tab under **Employee**. Click the button under the **Extranet Status** column to grant extranet access to that employee. If they already have access, then you are also able to add them as an Extranet Administrator using the **Edit** button.

How do I remove or edit a company employee?

You are unable to manually remove / delete an employee from a company via the Extranet. If you need to do this, please call 0151 650 4343. Alternatively email customerservice@premierguarantee.co.uk. To edit an employee, head to the **Company** tab and select **Edit** under the **Action** column on the employee record.

How do I remove Extranet access for a company employee?

To remove Extranet access for an employee, go to the **Company** tab and select **Edit** under the **Action** column on the employee record. In the pop up window, within the section entitled **Extranet Access** click the **No** button and **Save** to withdraw the employee's access.

The site is not working on phone, iPad / desktop etc.

For best performance, please use Chrome. However, the system will also work with the following internet browsers:

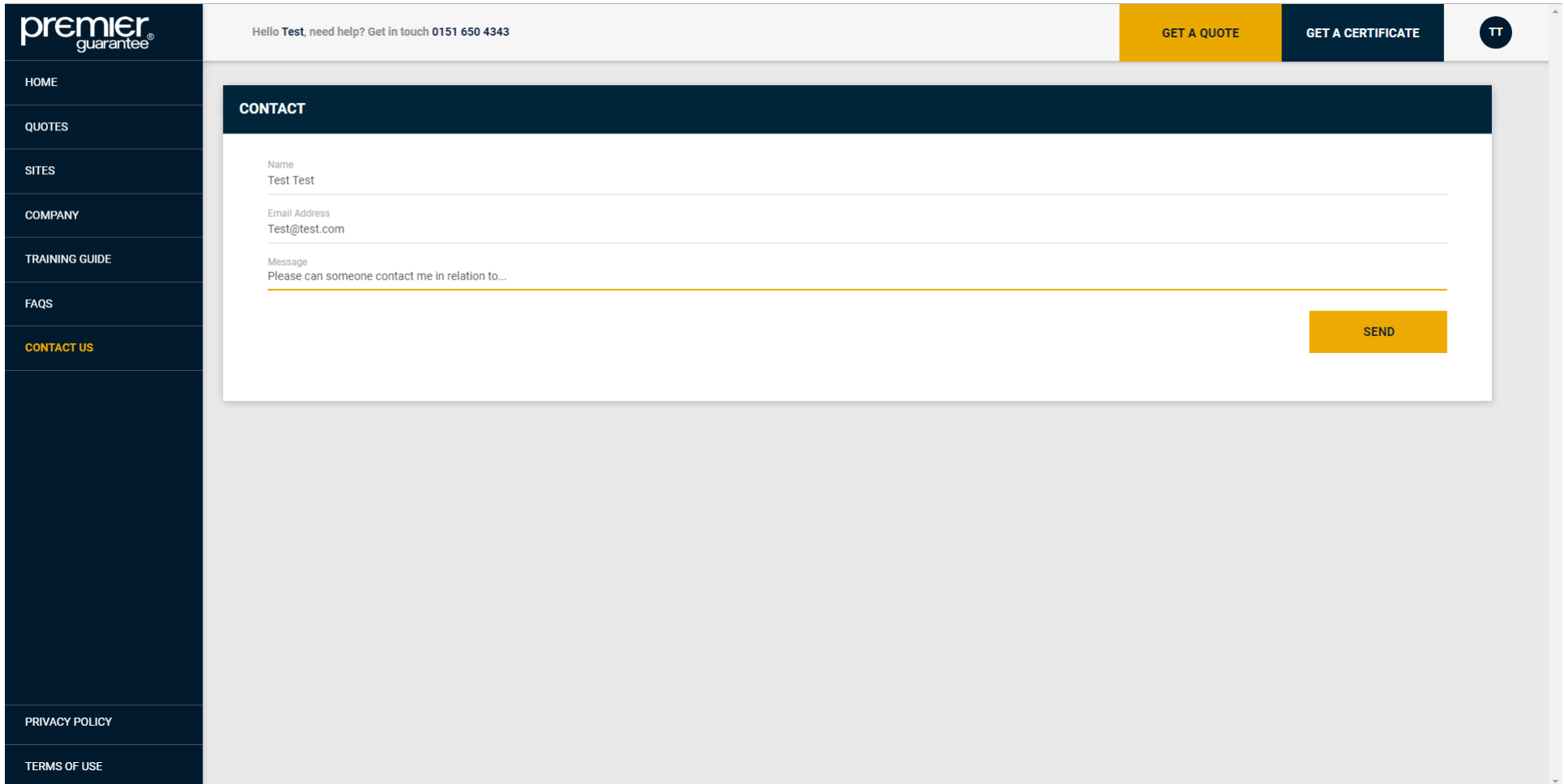
- Internet Explorer version 11 (IE11) or above
- Firefox
- Safari

You will also need to ensure that any pop ups are enabled.

My company details are incorrect

You are unable to manually remove / delete company details via the Extranet. To do this, please call 0151 650 4343. Alternatively email customerservice@premierguarantee.co.uk.

The answers to Frequently Asked Questions are available via the **FAQS** tab on the left hand side or speak to your dedicated Account Manager if further training is required



The screenshot shows the Premier Guarantee website's contact page. At the top left is the Premier Guarantee logo. To its right, a grey bar contains the text "Hello Test, need help? Get in touch 0151 650 4343". Further right are two yellow buttons: "GET A QUOTE" and "GET A CERTIFICATE". On the far right of this bar is a dark blue circle with the initials "TT". Below this is a dark blue navigation menu with the following items: HOME, QUOTES, SITES, COMPANY, TRAINING GUIDE, FAQs, CONTACT US (highlighted in yellow), PRIVACY POLICY, and TERMS OF USE. The main content area features a dark blue header with the word "CONTACT" in white. Below this is a white contact form with three input fields: "Name" (containing "Test Test"), "Email Address" (containing "Test@test.com"), and "Message" (containing "Please can someone contact me in relation to..."). A yellow "SEND" button is positioned at the bottom right of the form.

If you have an Extranet that relates to the Extranet, please contact us using the form provided

premier
guarantee[®]

CALL: 0151 650 4343

MD Insurance Services Ltd is the Scheme Administrator for the Premier Guarantee range of structural warranties.

MD Insurance Services Ltd is authorised and regulated by the Financial Conduct Authority