What I need from you

Insurance, Bond & Warranty Tracking

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Policies, bonds and warranties in force IMPORTANT

Why I need it. What is actually in force.

Where you'll find it. The broker's file, the finance folder and wherever executed deeds are kept.

Without it. Anything you cannot show a certificate for is marked unverified rather than confirmed in force, even where it probably is

2. The contract's requirements ESSENTIAL

Why I need it. What was required, which is often not the same thing.

Where you'll find it. The commercial folder, the buying folder, and the solicitor's file for any funder or purchaser requirements.

Without it. There is nothing to compare what you hold against, so the register cannot tell you what is missing at all

3. Renewal dates OPTIONAL

Why I need it. A lapsed policy on a live project is an uninsured project.

Where you'll find it. The broker's file or renewal schedule, or simply the broker's contact details so I can ask them directly.

Without it. You are not warned ahead of a lapse, so a gap in cover is only found once it has already happened

4. Subcontractor certificates IMPORTANT

Why I need it. The chain is only as covered as its weakest link.

Where you'll find it. The subcontracts and orders, and whatever chasing has been done so far.

Without it. Cover below the main contract is reported as unverified, and a genuine gap in a subcontractor's insurance looks the same as one you simply have not chased yet

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.