

For more details please contact Martinez & Partners

Telephone: +44 (0)20 3178 4891 / +44 (0)1256 355 656
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Email: enquiries@martinez-partners.com
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Martinez & Partners is fully authorised and regulated by the Financial Services Authority

Self Drive Hire Proposal Form

Motor Fleet				
Client name:				
Operating address:				
Company reg. number:				
Number of years in operation:				
If a new venture provide full details of the Directors or Managers experience in Self Drive Hire				
Please provide details of the Company Directors:				
Name	Age	Home address	Nationality	
Please provide details of the Company's current insurance arrangements:				
Current Insurer:				
Current Broker:				
Renewal date:				
Premium:				
Current excess:				
Driving restriction:				
Please provide details of all people authorised to vet and hire the vehicles:				
Name	Age	Position	Detail and years of experience in car hire	
Please provide details of all people to be insured for collection, delivery or social, domestic and pleasure purposes:				
Name	Age	Position	Years with full licence	Convictions

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Please provide details of the average vehicle utilisation:			
	% Utilisation	Turnover – Own insurance	Turnover – Customers insurance
Back year			
Previous year			
Current year			
Forthcoming year			
Is cover required for the vehicles whilst they are not on hire?			Y N
If yes, provide the address and details of the security at the premises where the vehicles are kept:			
Do you allow customers to hire your vehicles using their own insurance policies?			Y N
If yes, provide details of your procedures to ensure that their cover is satisfactorily in place:			
Where do you obtain the majority of your customers from?			
Existing customer referral			
Shop front / walk in			
Internet advertising		Which websites?	
Magazines		Which magazines?	
Other		Please specify?	
Do you service your own vehicles?			Y N
If not who undertakes the servicing of your vehicles?			
Do you undertake bodywork repairs of your own vehicles?			Y N
If not who undertakes the majority of your repairs?			

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Self Drive Hire Proposal Form

For all the people that will drive a hire vehicle do you:		
Request written information on their driving history?	Y	N
Take a photograph at the time of the hire?	Y	N
Check their driving licence and record the number?	Y	N
Check their passport and take a photocopy?	Y	N
Obtain an additional proof of address in addition to their driving licence?	Y	N
Make them aware of the controls on the vehicle?	Y	N
Make them aware of what to do in the event of an accident?	Y	N
Establish the intended use of the vehicles?	Y	N
Do you allow the vehicles to be used for hire or reward?	Y	N
Do you allow the vehicles to be used for carriage of hazardous goods?	Y	N
Do you allow the vehicles to be used at hazardous locations?	Y	N
Do you allow the vehicles to be used abroad?	Y	N
If yes, please provide:		
Estimated number of days hire within the EU		
Estimated number of days hire outside the EU		
Do you allow the vehicles to be used abroad by non UK residents?	Y	N
Are the vehicles checked for defects after each hire?	Y	N
Please advise where in premises keys are kept?		
Are hirers allowed to return vehicles after hours?	Y	N
If yes, please advise what happens to the keys if a vehicle is returned after hours		
Are vehicles collected from hirers without the hirer being present?	Y	N
If yes, please advise where the hirer is instructed to leave the keys		
Please identify any claims in the last 5 years that have cost in excess of £5,000 and provide a description of the event and what steps have been taken to avoid a reoccurrence		
Year	Details of incident	Amount
Please provide us with a copy of your confirmed motor fleet claims experience for the last three years which you can obtain from your current broker. If you would prefer we can obtain this for you but we will require your written authorisation. Please speak with your contact at Martinez & Partners who will provide you with a template letter.		