



Property Manager Portal Operating Instructions

STEP 1: After you log in, verify that your Property Management Company and Property Manager’s Name are displayed in the top left hand corner.

Client Name	Actions
ABC Property Management, LLC	Manage Client
Boy George	Manage Client
Callum Murray	Manage Client
Charlie Angel	Manage Client
Flossie Winchester	Manage Client
James Abraham	Manage Client
Ken Allen	Manage Client
Ted Lee	Manage Client
Yvonne Goolagong	Manage Client

STEP 2: Search for the Landlord’s name in the “Client Name” search box to check if the Landlord Client already exists to avoid duplication. If not, proceed to STEP 3. If the Landlord Client exists go to **STEP 5**.

STEP 3: Click on the “Request Cover” button.

Client Name	Actions
ABC Property Management, LLC	Manage Client
Boy George	Manage Client
Callum Murray	Manage Client
Charlie Angel	Manage Client
Flossie Winchester	Manage Client
James Abraham	Manage Client
Ken Allen	Manage Client
Ted Lee	Manage Client
Yvonne Goolagong	Manage Client

STEP 4: If Landlord name is not in the system Enter Landlord Client Name, Address and Phone Details.

All fields marked with an asterisk “*” are mandatory.

Select the relevant salutation from the “Salutation” drop-down box. If the Landlord is a company or similar, then leave as “None”.

Enter the Landlord’s First and Last Names and email address. The Legal name will populate automatically from the first name/last name entries. If the Landlord is a company then change the Legal name field to the company name.

Add New Client

ACCOUNT INFORMATION

*Salutation	<input type="text" value="Mr"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
*Legal Name	<input type="text"/>
*Email Address	<input type="text"/>

Tick the “Mailing Address same as Physical Address” box if the Landlord’s mailing address is the same as their physical address.

Enter the Landlord’s personal mailing address and physical address (if different) in their respective fields.

MAILING ADDRESS

Mailing address same as physical address

Mailing Address 1

Mailing Address 2

Mailing City

Mailing Postcode

PHYSICAL ADDRESS

Physical Address 1

Physical Address 2

Physical City

Physical Postcode

State

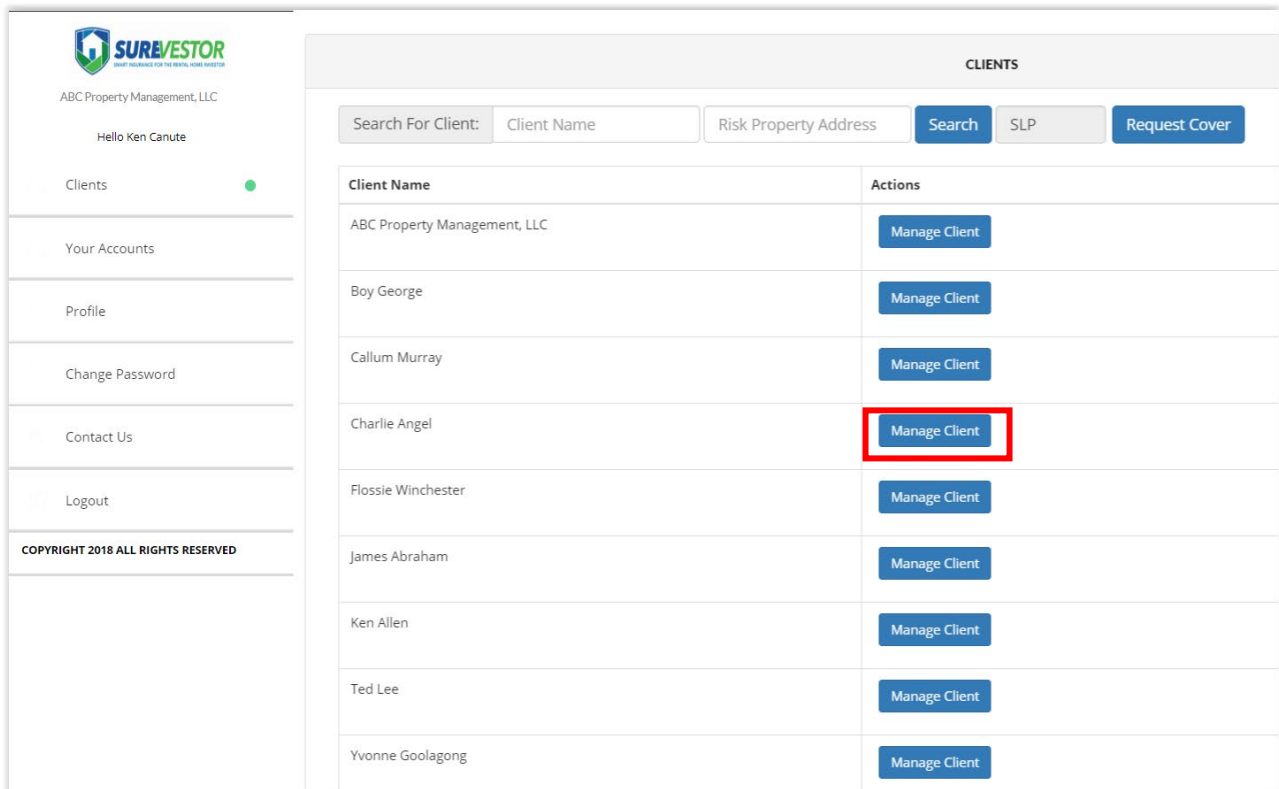
Enter the Landlord’s phone numbers in the respective fields. If USA, leave Country Code blank. Then Click “Submit”.

PHONE NUMBERS

Phone	<input type="text" value="Country Code"/>	<input type="text" value="Area Code"/>	<input type="text"/>
Work Phone	<input type="text" value="Country Code"/>	<input type="text" value="Area Code"/>	<input type="text"/>
Mobile	<input type="text" value="Country Code"/>	<input type="text" value="Area Code"/>	<input type="text"/>

STEP 5: If you entered a New Landlord Client in STEPS 3 and 4 above, go to STEP 7

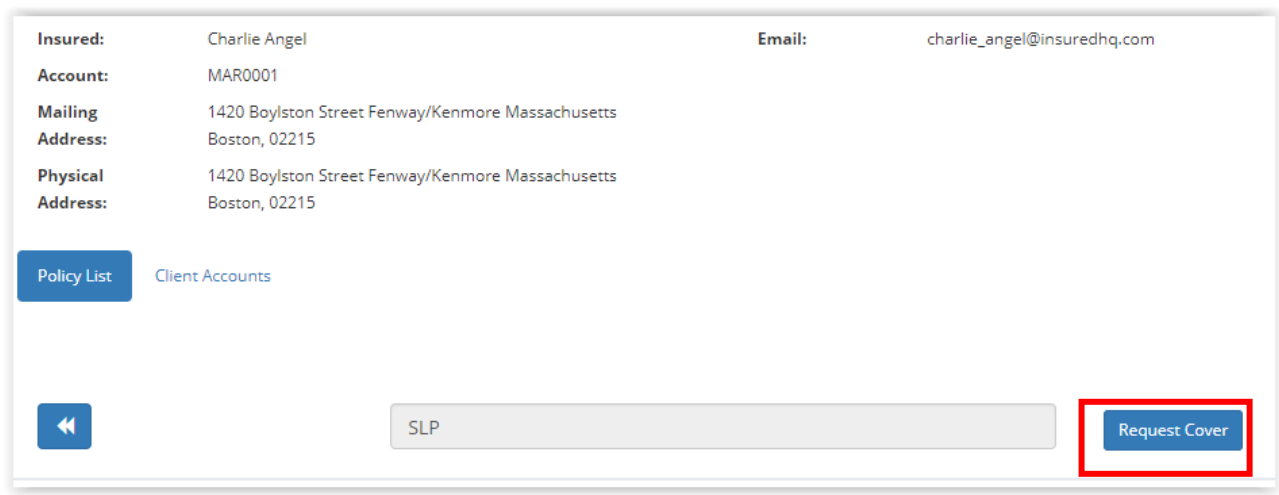
If the Landlord Client already exists when you search in the “Client Name” search box then the Landlord will appear in the list of “Client Names” for the Property Management Company. In the example below assume it’s Charlie Angel. Click the “Manage Client” button next to the Client Name Charlie Angel.



The screenshot shows the SUREVESTOR interface. On the left is a sidebar with the user's name 'Ken Canute' and navigation options like 'Clients', 'Your Accounts', 'Profile', 'Change Password', 'Contact Us', and 'Logout'. The main area is titled 'CLIENTS' and contains a search bar with 'Client Name' selected. Below the search bar is a table of clients. The 'Manage Client' button for 'Charlie Angel' is highlighted with a red box.

Client Name	Actions
ABC Property Management, LLC	Manage Client
Boy George	Manage Client
Callum Murray	Manage Client
Charlie Angel	Manage Client
Flossie Winchester	Manage Client
James Abraham	Manage Client
Ken Allen	Manage Client
Ted Lee	Manage Client
Yvonne Goolagong	Manage Client

STEP 6: Click on the “Request Cover” button



The screenshot shows the client details for Charlie Angel. It includes fields for 'Insured', 'Account', 'Mailing Address', and 'Physical Address'. Below the details are buttons for 'Policy List' and 'Client Accounts'. At the bottom, there is a navigation bar with a back arrow, an 'SLP' input field, and a 'Request Cover' button highlighted with a red box.

Insured: Charlie Angel Email: charlie_angel@insuredhq.com
Account: MAR0001
Mailing Address: 1420 Boylston Street Fenway/Kenmore Massachusetts Boston, 02215
Physical Address: 1420 Boylston Street Fenway/Kenmore Massachusetts Boston, 02215

[Policy List](#) [Client Accounts](#)

← SLP [Request Cover](#)

STEP 7: Click on “Add Scheer Landlord Protection Policy” button

Scheer Landlord Protection Insurance Policy - Immediate Cover

Scheer Landlord Protection Policy

Add Scheer Landlord Protection Policy

STEP 8: Complete the Online Request Cover Form and Click on the “Submit” button at the bottom of the Form

Online Request Cover Form

All fields must be filled in

Please note: This is a request for immediate cover under our Scheer Landlord Protection Insurance Policy, not a Quote

Property Management Agent

Name of Property Management Agency*
Please make a selection from the list that appears when you start typing

Property Manager
Please select your property manager

Residential Rental Property to be Insured

Type of Dwelling*

Address 1*
Enter Address Here...

Address 2

City

State*
Please select

State Code

ZIP Code

Please answer the following questions

Is the rent already delinquent?*

No

Yes

What is the monthly rent for the residential rental property?*

0.00

Numbers only

Has the residential rental property been unoccupied for 60 days or more?*

No

Yes

Insurance Benefits Required

Scheer Landlord Protection Insurance Policy

Standard Premium before applicable State Taxes, Fees and Charges

ESSENTIAL	PREMIER	ULTIMATE
\$315.00 per year	\$355.00 per year	\$395.00 per year

Level of benefits required*

Scheer Essential not available for monthly rents above \$2,000

Please Note:

Optional terrorism cover is available under The Terrorism Risk Insurance Act (TRIA) for an additional premium of 10% of the Policy Premium plus applicable state taxes, fees and charges.

Do you wish to add terrorism cover to your policy for an additional premium?

No

Yes

Optional Additional Rent Loss Cover for Monthly Rents above \$2,000

Please Note:

Additional rent loss cover can be purchased for the **Premier** and **Ultimate** levels of benefits but only up to a maximum of \$3,000 per month. Properties with rents above \$3,000 per month can still obtain cover, but will only receive the \$3,000 per month maximum rent loss cover. You can only make a claim for the rent value on the current lease.

The additional rent loss cover can be purchased for an additional \$100.00 premium (before applicable state taxes, fees and charges).

Do you wish to purchase additional rent loss cover?

No

Yes

Premium Summary

Summary of Total Premium Payable based on your selection of benefits required -

Premium Charge	0.00
Policy Fee	0.00
Total Standard Premium	0.00
Additional Terrorism Cover	0.00
Total Premium Charges	0.00
Surplus Lines Tax	0.00
Stamping Fee	0.00
State Surcharge 1	0.00
State Surcharge 2	0.00
Total Taxes	0.00
TOTAL PREMIUM TO BE INVOICED	0.00

Commencement Date

Cover requested on this property with effect from

Note:
 (1) Insurance cover **CANNOT** be backdated prior to today's date.
 (2) You may select a commencement date up to 14 days ahead of today's date.

Application Lodgement

When Cover Request form is submitted an Invoice/Certificate of Insurance, Key Facts Document and Policy Document will be emailed to the Property Management Agent's Office for payment. **PAYMENT IS DUE WITHIN 14 DAYS.**

Also, when this Cover Request form is submitted an Invoice/Certificate, Key Facts Document and Policy Document will be emailed to the landlord confirming the request for cover has been accepted and cover placed subject to payment of premium.

STEP 9: Click on “Accept Policy”

Scheer Landlord Protection Insurance Policy - Immediate Cover

Thanks for getting this far. If you are happy to proceed, please click on the Accept Policy button to confirm your policy.

STEP 10: Click on “Back”

Scheer Landlord Protection Insurance Policy - Immediate Cover

Your request for cover has been successfully submitted and the documentation is being emailed to you.

STEP 11: At this screen you have a number of options:-

- (1) If you need to Request Cover for the same Landlord then Click on “Request Cover”;**
- (2) If you need to Request Cover for other Landlords then Click on “Clients” and start the process again; or**
- (3) If you have no further policies to add then Click on “Logout”**

Address: Jacksonville, 72070

Your Accounts

Profile

Change Password

Contact Us

SLP

SLP Scheer Landlord Protection Insurance Policy
 Policy/Claim #: SLPE2018000087

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