To purchase renter’s insurance from Square One Insurance, please follow these instructions!

1. Go to: [bit.ly/square1sfu](bit.ly/square1sfu) and enter the address as noted below:

   **Get a low-cost home insurance quote in less than 15 minutes.**

   Enter your address and click the button to get started.

   8888 University Dr, Burnaby, British Columbia, Canada. V5A 1S6

   When you first start a quote, you will be asked to enter an address. Please enter the following address: 8888 University Dr, Burnaby, British Columbia, Canada. V5A 1S6. Then, click “Get an online quote”.

   OR

   **Get a low-cost home insurance quote in less than 15 minutes.**

   You’ve already started a quote, would you like to retrieve and continue it? Or, would you like to start a new quote?

   If you have previously started a quote but have not finished it, click “Continue existing quote”.

   Start a new quote >

   Continue existing quote >
2. Enter your personal information into the following sections.

**Tell us about yourself**

To provide you with the most accurate quote and to retrieve this quote later, please tell us about yourself. To save time now and in the future, log in with Facebook or sign in with Google. To do so, click on the appropriate button below.

<table>
<thead>
<tr>
<th><strong>Log In</strong></th>
<th><strong>Sign in</strong></th>
</tr>
</thead>
</table>

- **First name:** John
- **Last name:** Student
- **Email address:** resomns@sfu.ca
- **Phone number:** 7787824201
- **Birth year:** 1993

Your birth year is used to determine your eligibility for an age-related discount.

**Provide your home insurance history**

Do you currently have an active home insurance policy?

- **No**

In the past 5 years, has a home insurance provider:
- (1) cancelled your policy;
- (2) refused to renew your policy;
- (3) imposed conditions on your policy; or
- (4) required repairs to the home that are not yet completed?

- **No**

**Agree to quote terms and conditions**

You and all other applicants authorize Square One Insurance Services Inc. to: (1) collect and use personal information; (2) retrieve and use claims history and credit information; (3) provide a home insurance quote; and, (4) send emails related to this quote.

- **We agree to these terms and conditions.**

Make sure you correctly answer all the questions.

Make sure to read the terms and conditions and only proceed if you agree.
3. Enter the correct home ownership information that describes your living situation at SFU Residence.

Describe the home's ownership and use

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Cod</th>
<th>Home Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towers: Barbara Rae House</td>
<td>BRH</td>
<td>Apartment (Condo)</td>
</tr>
<tr>
<td>Towers: Shadbolt House</td>
<td>SBH</td>
<td>Apartment (Condo)</td>
</tr>
<tr>
<td>Towers: Pauline Jewett House</td>
<td>PJH</td>
<td>Apartment (Condo)</td>
</tr>
<tr>
<td>McTaggart-Cowan Hall</td>
<td>MCH</td>
<td>Apartment (Condo)</td>
</tr>
<tr>
<td>Shell House Residence</td>
<td>SHR</td>
<td>Apartment (Condo)</td>
</tr>
<tr>
<td>Hamilton Hall</td>
<td>HAM</td>
<td>Apartment (Condo)</td>
</tr>
<tr>
<td>Charles Chang Innovation Centre (Van)</td>
<td>CCIC</td>
<td>Apartment (Condo)</td>
</tr>
<tr>
<td>Townhouse: Chilcotin</td>
<td>CHI</td>
<td>Town house (Row house)</td>
</tr>
<tr>
<td>Townhouse: Cowichan</td>
<td>COW</td>
<td>Town house (Row house)</td>
</tr>
<tr>
<td>Townhouse: Kelowna</td>
<td>KEL</td>
<td>Town house (Row house)</td>
</tr>
<tr>
<td>Townhouse: Kimberly</td>
<td>KIM</td>
<td>Town house (Row house)</td>
</tr>
<tr>
<td>Townhouse: Kitimat</td>
<td>KIT</td>
<td>Town house (Row house)</td>
</tr>
<tr>
<td>Townhouse: Penticton</td>
<td>PEN</td>
<td>Town house (Row house)</td>
</tr>
<tr>
<td>Townhouse: Qualicum</td>
<td>QUA</td>
<td>Town house (Row house)</td>
</tr>
<tr>
<td>Townhouse: Quesnel</td>
<td>QUE</td>
<td>Town house (Row house)</td>
</tr>
<tr>
<td>Townhouse: Squamish</td>
<td>SQU</td>
<td>Town house (Row house)</td>
</tr>
</tbody>
</table>

When filling out the “Unit #” field, please input your building code and your room number as shown in this example.

Please see the table below for all building codes.

Please fill out your home type according to the table below.

Enter “1” in this field. The only exception would be if you are living with immediate family (i.e siblings), in which case you need to enter yourself + your sibling(s) as the number in this field.
4. Enter the correct home use information that best describes your living situation at SFU Residence.

**Expand on the home’s use**
- **Do you participate in home sharing programs, like home exchanges or short-term rentals?**
  - No
- **Do you share the home with any unrelated roommates?**
  - Yes
- **How many roommates share the home with you?**
  - 3 or more
- **Is a business conducted from the home?**
  - No
- **Does your household include any dogs?**
  - No
- **Does your household include large reptiles or other exotic animals?**
  - No

**Provide your previous address**
- We require your previous address to confirm your home insurance claims and credit history.
- **What is your previous address?**
  - 123 Main Street, Vancouver, BC, V6A2S5

**Describe the home’s characteristics**
- **Year built:**
  - 1937
- **Number of floors in your building:**
  - 7
- **Construction type:**
  - Concrete
- **Number of bedrooms:**
  - 1 bedroom

To complete this section, please see the appendix at the end of this document for number of building floors, construction type, and year built.

Enter "No" to this question.
If you are living in Townhouses OR two bedroom CCIC units, then you must answer "Yes."

If you live with roommates this question will come up, answer it accordingly.

Enter “1 bedroom” in this field.
If you are living in Townhouses OR two bedroom CCIC units, then you should enter the correct number of bedrooms in your unit.
3. Select your coverages and deductibles. Please note that it is your responsibility to decide what optional insurance and which deductibles are needed for your particular situation. Click “Buy Policy” after you are done.

4. Finalize your quote by entering the effective policy date (usually the day you will move-in) and enter the landlord information as noted below. You should be able to buy your policy and pay online after this step.
However, you may also be required to call Square One Insurance to verify your policy information and purchase your insurance over the phone.

Finalize your policy

What effective date would you like for the policy? [August 30, 2017]

Is your mailing address different than the insured location address? [No]

If you have any issues or questions throughout the entire process, please call Square One Insurance at their toll-free number 1-855-331-6933.
Appendix

Use this information to enter the correct home characteristics (as noted on page 4 of this manual) such as building name and number of floors on Square One’s online insurance quoting system.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Year Built</th>
<th>Construction Type</th>
<th>Number of floors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell house</td>
<td>1967</td>
<td>Concrete</td>
<td>4</td>
</tr>
<tr>
<td>McTaggart-Cowan Hall</td>
<td>1986</td>
<td>Concrete</td>
<td>4</td>
</tr>
<tr>
<td>Hamilton Hall</td>
<td>1993</td>
<td>Wood Frame</td>
<td>4</td>
</tr>
<tr>
<td>Townhouses</td>
<td>1993</td>
<td>Wood Frame</td>
<td>3</td>
</tr>
<tr>
<td>Towers</td>
<td>2005</td>
<td>Concrete</td>
<td>Barbara Rae (BRH): 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shadbolt (SBH): 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pauline Jewett (PJH): 8</td>
</tr>
<tr>
<td>CCIC</td>
<td>2016</td>
<td>Concrete</td>
<td>6</td>
</tr>
</tbody>
</table>