

Independent Inventories UK Ltd



The friendly, efficient & reliable inventory specialist

TERMS AND CONDITIONS

DEFINITIONS

“The Client” refers to the person or company that has contacted Independent Inventories UK Ltd to carry out the service.

“Independent Inventories UK Ltd” refers to Independent Inventories UK Ltd and its employees and will be referred to herein as Independent Inventories

“The Services” refers to the taking of an inventory of the contents of conditions of a property and/or other such services

“Checkin” refers to the checking in of a tenant at the property

“Checkout” refers to the condition of the property once the tenant has vacate the property.

“Clerk” refers to Independent Inventories or the persons or persons appointed by Independent inventories to inspect the premises for the purpose of preparing the inventory our carrying out the checkin or checkout procedure.

“Inventory” refers to the list of the items at the property in accordance with the following conditions

1. Upon acceptance of instruction Independent Inventories will advise one of their clerks to inspect the property for the purpose of compiling an inventory/checkin/checkout
2. The Inventory will be a list of fixtures and fittings, décor, furniture and household effects with a full description of these items listed alongside any defects. Items are visually identified and not identified by its original manufacturer name, material used in the production, or the period produced.
3. The Inventory does not purport to be a report for valuation purposes of the Premises and or its contents, nor is it a guarantee of, or report of, the adequacy of, or safety of any equipment. It is a listing that such items exist in the property and the condition of these items.
4. The Inventory will be provided on the basis that unless mentioned the item or items are in good condition, free from obvious soiling, damage or defects. Significant defects will usually be damage, usage or soiling that might constitute a dilapidation charge at termination of the Tenancy of the Premises
5. The Inventory may state when any item of furniture and furnishings has been sent to have a label that it complies with the Furniture and Furnishing (Fire, Safety) Regulation 1988 as amended 1993 and it should not be assumed that other items not stated, comply with this regulation. Compliance with the UK Fire Regulations and insurance that all items meet UK Regulations is the sole responsibility of the Landlord/Agent and not Independent Inventories
6. Electrical items will be tested for power only, unless the Clerk deems testing unsafe. Items must be complete with plugs, flexes and bulbs, unless otherwise specified.

Windy Ridge, 99 Cowley Hill, Borehamwood, Herts WD6 5NA

Tel: 020 8386 0950 Email: info@inventorys.net Mobile: 07767 647 647

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7. Floor Coverings, rugs and carpets, will be inspected to the extent that they are sufficiently clean so that burns, stains and other damage can be ascertained.

8. Bed Linen, towels and other similar items will be inspected to the extent that they are freshly laundered and will be counted. Heavily soiled items and those that are not in a fit state to count will not be inspected

9. Mattresses will be inspected where accessible.

10. The inventory, checkin, checkout preparation will be carried out by the Clerk assuming that the Clerk is able to do so without having to move any items that are either too large or too heavy or too high to inspect.

11. The Inventory, checkin, checkout applies to items in the property that are readily accessible and excludes areas such as lofts, cellars and such places that are deemed to be unsafe by the Clerk. Nor will the Clerk undertake to search through overcrowded drawers, cupboards or other furniture to either locate or enumerate items.

12. Houseplants, garden plants or garden livestock, eg fish ponds, will not be inspected but may be included in the Inventory

13. Windows are only checked to ensure that they are clean with no visible broken glass. It is the responsibility of the tenant to report any non-opening windows/defects to the Landlord/Agent.

14. Intruder alarms and smoke detectors whether listed or not will be considered untested unless otherwise advises

15. Independent Inventories reserve the right to apply an additional charge when unnecessary time is incurred, because the clerk is unable to locate any items which have been moved during the tenants nad have not been replaced in their original position

PAYMENT OF CHARGES

1. The Services requested by the Client will be charged to the Client at the Independent Inventories standard rates or rates separately agreed between the two parties by email

2. Unless agreed otherwise by email or stated on the agreed price list, payment of services are made at the standard payment terms of 30 days of the date of receipt of Independent inventories invoice

3. Independent Inventories will charge interest of 2% on all overdue invoices

4. VAT is charge at the standard rate on all services

5. We reserve the right to charge an additional fee for any hard copies of the inventory

6. Independent Inventories reserve the right to either withhold any report or cancel the job, in which case a cancellation fee would come into effect.

7. Any additional charges can be made by BACS or cheque directly to Independent Inventories.

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REPORTS AND DOCUMENT STORAGE

All reports will be provided by PDFS and hard copies are only provided on request and will incur an additional charge. Independent Inventories will retain scanned copies of original paperwork for a period of 12 months from the date of the appointment.

STATUTORY COMPLIANCE

Both parties hereto undertake to each other that in respect of their obligations under the agreement they will at all times comply fully with all relevant statutory enactments and the Data Protection Act 1988 (and the data protection principles there under, and all the re-enactments thereto) or regulations or requirements made by governmental authority or equivalent body of competent jurisdiction.

INSTRUCTIONS CONDITIONS

Independent Inventories accept instructions for a report via email or telephone. Once an instruction is received an agreement is deemed to exist between the Company and the Client under these Terms and Conditions. Any instruction are confirmed by email. Confirmation will define the services to which the Company and any assigned clerk will work. Any errors contained within any confirmation not correct by the client upon receipt will be at the liability of the client.

CANCELLATION/NO SHOW

Independent Inventories reserves the right to make a charge of the full fee of the assignment value to the Client for the cancellation of a job, for whatever reason (and including mis-instruction) on the day of the visit.

A charge may be incurred for waiting time at the property due to the late arrival of the tenant/representative, incorrect notification of keys or documentation or any delay in gaining access to the property beyond the control of the clerk of Independent Inventories.

COMPLAINTS AND REPORT ERRORS

Report errors on any reports must be notified by email within 7 days of the receipt of the report. Independent Inventories reserve the right not to accept responsibility for any errors in documentation notified after this period, nor will they accept any liability for errors reported after the occupation of the next occupancy.