



January 2017

With 750 members nationwide the AIIC is a not for profit membership organisation solely for independent inventory clerks. The AIIC was established in 1996 to maintain the highest industry standards and ensure that our members (currently over 750) are maintaining best practice in all areas of their work.

Patricia Barber – AIIC Chairman

'Excellence Through Independence'

Winter Precautions

Welcome to a chilly 2017. January is usually a quiet month for lettings and there are many more properties left standing empty. A reminder for clerks, landlords and letting agents: don't forget that heating should be left on a low temperature to stop pipes freezing and therefore invalidating the landlords insurance.

If a property is to be empty for long periods the system needs to be drained down for safety. In winter periods we all need to have a previously devised strategy to keep empty properties safe and secure.

Data Protection

Whilst Letting Agents are required to register under the Data Protection Act as they hold personal identifiable information. The AIIC, as a not for profit organisation, does not need to register for data protection with the Information Commissioner's Office (ICO).

Following enquiries from some of our members we have discussed this issue with the ICO. Clerks (and the AIIC) are classed as 'processors' of the personal information that we collect. The AIIC has been assured that Clerks are not required to register. Should any member need more information on this or please go to the ICO website (www.ico.org.uk) for more information.

TDS Foundation Funds Available

The TDS Charitable foundation (www.tdsfoundation.org.uk) has money to hand out to organisations that support landlords and tenants. The deadline for bids is 27th January 2017. Since 2014 £200,000 has been given in grants.

Like the AIIC, the TDS is a not for profit organisation.

See their website for further details.

AIIC Inventory Clerk of the Year – Votes are In

Voting is now closed for our prestigious Inventory Clerk of the Year Awards. With the highest number of votes ever received the competition has been fierce.

Central Office will be verifying every vote to ensure fairness and that all award rules have been complied with. The three categories fighting for an award are:

Best Newcomer (Open to Full AIIC Members who joined the association during 2016)
Company of the Year - Category One (Any AIIC Member who is a sole trader or who has up to 4 registered Associate Members)
Company of the Year – Category Two (Any AIIC Member who have over 5 registered Associate Members)

The winners will be announced at the AIIC AGM in March.

Training Courses in 2016

The AIIC runs regular weekend training courses in Berkshire, and the next course will be in February (dates to be released and on our website shortly).

This course is for new and inexperienced clerks and persons thinking of becoming an inventory clerk. It would also be ideal for any new Associate Member, or indeed any other colleagues or interested parties. Candidates tell us this is the best course in the industry, and includes comprehensive course book, CD of templates and e-book.

Dates of upcoming courses:

Saturday 18th and Sunday 19th February 2017
Saturday 8th and Sunday 8th April 2017
Saturday 10th and Sunday 11th June 2017
Saturday 9th and Sunday 10th September 2017
Saturday 18th and Sunday 19th November 2017

If you cannot wait or unable to make any of those dates why not try the comprehensive online course? This covers everything that you need to know about compiling inventories, carrying out check-ins, check-outs, fair wear and tear; and a host of other useful information. The online content is as detailed as the formal weekend course but the modules can be completed in your own time with self-assessment and final assessment papers checked by our course tutors to ensure that your learning is progressing.

For more details of our training, both online and at our training centre see: www.theaiic.co.uk/product-category/training/.

All in a Day's Work

One of our members was asked by a prospective new client if she would visit a house, with a soon to be ex-husband, to produce an inventory of items he would be taking away. The client explained that there was a restraining order against the husband and they wanted a third party to supervise and list everything he was taking away, complete with photographs. The client went on to say that a solicitor was too expensive so she was looking for a cheaper alternative! The clerk explained that the price of the inventory would not be that much but the cost of a body guard to assist may just make the job rather too costly.

Keeping in Contact

Email	centraloffice@theaiic.co.uk
Telephone	0845 838 8471 (Open 10:00am to 4:00pm)
Address	AIIC Central Office, P O Box 8200, Reading RG6 9QP
Website	www.theaiic.co.uk
Twitter	www.twitter.com/theaiic

The Association of Independent Inventory Clerks (AIIC) is the UK's largest and longest established membership organisation, with over 750 members nationwide. The AIIC is a self-regulatory body with an ongoing monitoring process, Code of Practice, Guidelines and full complaints procedure.

To find out more information about the Association Of Independent Inventory Clerks and the find a member in your area to inspect your properties please see www.theaic.co.uk.

Patricia Barber, Chairman

Copyright ©2016 The AIC, All rights reserved.

AIC Central Office, PO Box 8200, Reading RG6 9QP