



November 2015

The bi-monthly E-newsletter from the Association of Independent Inventory Clerks for inventory clerks, agents, letting agents landlords and all other lettings professionals.

Inventory Clerk of the Year

Voting for the Inventory Clerk of the Year Awards are now OPEN! This year the award categories are:

Individual Awards

Best Newcomer Open to any clerk, new to the industry, who joined the AIIC during 2015.

Community Clerk of the Year Open to any AIIC member who has shown true community spirit by working within the voluntary sector in some capacity or who has helped to raise money for charitable causes during 2015.

Executive Member Open to any current Executive AIIC Member.

Full Member Open to any current Full AIIC Member.

Associate Member Open to any current Associate Member.

Company Awards

Company of the Year, Category One Open to any AIIC Member who is a sole trader with no Associate Members.

Company of the Year, Category Two Open to any AIIC Member who have between 2-5 registered members.

Company of the Year, Category Three Open to any AIIC Member who have 6 or above registered members.

Voting will remain open until 31st December 2015 and the winners will be announced at the AIIC Annual Dinner Awards Ceremony in March.

For more information, including rules for voting, please visit the [awards page](http://www.theaiic.co.uk/awards) on the AIIC website (<http://www.theaiic.co.uk/awards>)

Check Outs

The Deposit Protection Service (DPS) recent survey (Sept 15) reported that nearly 50% of tenants do not bother to attend the check-out inspection.

Of 8035 tenants a huge 48% said they had not attended. Nearly half of these said they had not been invited or were not informed of the date of time.

From an inventory clerk's point of view we come across many tenants who state that they were not informed of the check out appointment and are not ready to move at the appointed time. When checking with the letting agent we find that in almost all cases there is evidence on file to the contrary. Other tenants cannot get time off work, or they have moved out of the area or have fallen out with the agent or landlord and don't want any further involvement – or they simply just cannot be bothered to attend.

It is very important for a tenant to attend a check out inspection – and their legal right – if an independent inventory clerk is carrying out the check out the landlord may also attend if he so wishes, although many choose not to as they have a paid independent representative carrying out the procedure. At the end of the check out the clerk will talk through all the issues that are to go on the report. This helps to ensure that there are no nasty surprises for the tenant and helps to avoid unnecessary disputes – which cost everyone wasted time and money.

There really is no argument that the iron burn now on the living room carpet will be a compensation issue for the tenant to pay if the inventory states that the carpet was in good clean undamaged condition at the time of check in.

Tenants must take more responsibility for their end of tenancy check outs, by checking through the original inventory and preparing the property correctly. The property should be left in a clean and tidy condition with no trace of occupancy. This means that all those small things like cleaning materials, soap in the bathrooms, old toothbrushes and shower gel should be removed before check out.

Tenant Swaps

We are often asked to carry out check out inspections when there is a change of one of a group of tenants mid tenancy. This has always presented problems. Here are some wise words from Jane Erskine, Casework Director of the Property Ombudsmen as quoted in a recent Negotiator magazine.

"Best practice (in this situation) would stipulate that either a new tenancy or an addendum agreement be drawn up as it may be impractical to conduct a check out during occupation of a group of students. The agent should ensure that there is a clause in the agreement, or confirmation in writing to show that incoming tenants agree to take on the previous tenant's obligations in respect of the state of the property. This provides a link with the first tenants and the original check in document. Where there is no link this could have serious consequences on a landlord's claim against the tenant's deposit."

Training Courses in 2016

The AIIC are pleased to offer the **Guidelines for Inventory Professionals Course**

This course is aimed at new and inexperienced clerks and also persons thinking of becoming an inventory clerk. It would also be ideal for any new Associate Members, 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 20th and Sunday 21st February 2016

Saturday 16th and Sunday 17th April 2016

The course can be booked at: www.theaiic.co.uk/products/guidelines-for-inventory-professionals/

Keeping in Contact

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The Association of Independent Inventory Clerks (AIIC) is the UK's largest and longest established membership organisation, with over 650 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

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