



**Inventory-Portal Ltd**

supplying professional inventory and property services throughout the UK

in association with



**One-Day  
Inventory-Provider Training Course  
for Experienced Candidates  
(DEAs, Home Inspectors and Agents)**

Leading to optional membership of the

**Licensed Inventory Scheme (LIS)**

Mobile advice line 07966 019551

e-mail [info@inventory-portal.co.uk](mailto:info@inventory-portal.co.uk)



Website [www.inventory-portal.co.uk](http://www.inventory-portal.co.uk)

## A brief summary of the need for Inventories

The provision of inventories is currently a fragmented and uncontrolled business in the UK with a disparate quality and range of products. There are currently no nationally recognized standards or qualifications for inventory providers.

The need to regularize and improve the Inventory supply chain has been under close scrutiny in the UK since the former Government's review of the sector (the Rugg Review) during 2008 which concluded that the UK residential lettings industry would benefit from adopting a system of Accreditation or Licensing of key elements and service providers within the rented sector.

From 6 April 2007, the Housing Act 2004 made it compulsory for those receiving tenancy deposits in England and Wales to join a scheme that safeguards deposits for the duration of the tenancy and offers resolution procedures should disputes arise, an approved **Tenancy Deposit Scheme (TDS)**.

Where there is a dispute about allocation of the deposit at the end of the tenancy that cannot be resolved between the parties, the TDS scheme refers the dispute to its dispute resolution service. An independent adjudicator will examine the facts and determine how the deposit should be allocated.

### **Separate impartial and accurate Inventory reports of the condition of the property and contents at both the beginning and end of a tenancy are absolutely essential to this process.**

The Inventory-Portal's **Licensed Inventory Scheme (LIS)** is a **voluntary**, national system for the training and ongoing Quality Management, Audit and Regulation of its Licensed Members.



## The UK lettings market

There were approximately 2.1 million Assured, Shorthold Tenancies (ASTs) in England in 2007 (source DCLG survey of English housing). The average length of a residential tenancy is currently approximately 14-16 months. Well over 1 million of these tenancies are managed by a structured industry of Letting Agents or Corporate Landlords.

Inventory Providers may be instructed to carry out one or all of the following at different stages of these tenancies:

- Ingoing Inventory Report
- Accompanied Check-in
- Check-out or Outgoing Inventory Report
- Interim Visits

# What does the Training Course Cover?

Our **1-Day Inventory Training Course** for experienced candidates covers the following:

## **UK Marketplace and background Legislation**

- Legislation that Inventory Clerks should be familiar with in providing professional Inventory Clerk Services to landlords and letting agents.
- The Housing Acts
- Tenancy Deposit Schemes and the Adjudication Service
- The Landlord and Tenant Acts
- The Defective Premises Act

## **Inventory Clerk Professional Practice**

- Working in a professional manner
- Professional Duty of Care
- Conflicts of interest management

## **Health and Safety**

- Health and Safety for those working in the inventory business
- General risk assessment inspection and reporting techniques
- The Housing Health and Safety Reporting System (HHSRS)

## **Inventory Inspection**

- The principles of reporting condition
- Dealing with electrical and gas services
- Furniture and Furnishings Regulations 1988 - fire labels
- The reporting of defects at Ingoing and Outgoing Inventory stage.
- The reporting of change in condition allowing for Fair wear and tear

## **The check-in process**

- How to manage the site visit with the tenant
- How to record amendments
- What to do with the reports

## **The check-out process and outgoing report**

- How to accurately assess changes in condition
- Allowances for Fair Wear and Tear
- Understand what the report is used for
- The value of independent reporting

## **Understanding of the final process by the Landlord or agent Client.**

- Negotiations of Tenant's deposit release
- Principles of apportionment and betterment
- Dispute resolution and the TDS.

## **The Benefits of the voluntary Licensing Scheme to your Business profile.**

- The Licensed Inventory Scheme(LIS)
- The LIS report audit regime.
- CRB check (Disclosure Scotland)
- Professional Indemnity and General Liability Insurance Policy cover.

## **Business Review and opportunities**

- Examples of Client requirements with sample reports
- Review of Inventory software and hardware systems including e-Tech Ltd's SMART-Inventory system on PDA with review of different Report formats.

## What happens once you pass the Course and exam?

All successful training course graduates are entitled to apply to join the **Licensed Inventory Scheme (LIS)** and start to trade as an **Accredited Member of LIS**. Once you have become a Licensed Inventory Scheme Member with Inventory-Portal Ltd you will have a further skill set to take to the property market.

## Membership of the Licensed Inventory Scheme (LIS)

Once you have passed the Inventory Training Course and Exam you will be able to apply to join the **Licensed Inventory Scheme (LIS)** and use the "**Accredited Member**" and "**LIS**" logos on your sales materials. Members of LIS are regularly audited as part of our Members' Quality Assurance Regime and are supported with regular business development advice, mentoring and Inventory-Portal "**Licensed**" branded Marketing.

## Which hardware or software is required for Licensed inventories?

We will show and advise on the software options available, during the Inventory Training Course, but many DEAs prefer the handheld PDA from **e-Tech Ltd. SMART Inventory** software can run alongside DEAs SMART EPC software on one handheld device and needs no back office typing resource.

If you wish to use SMART inventory, the current cost of the HTC **P6500 PDA** is approximately **£425+Vat** to buy outright, but these are also available on monthly contract terms from e-Tech Ltd for circa **£30+Vat** per month (see eTech Ltd website at [www.etechnet.net](http://www.etechnet.net) for details of purchase and contract options and terms).

The **SMART-inventory Report generation-charge** to e-Tech Ltd is **£5.50+Vat**, per report. A minimum charge may apply to low use software contracts equivalent to one inventory per month.

Following the **Inventory-Portal 1-Day Inventory Training Course**, candidates wishing to use SMART Inventory are able to apply for a SMART Inventory and PDA Trial or attend a follow-up training session on the eTech software systems at e-Tech Ltd's head office at Redditch, Birmingham or receive online tutorial. These sessions are arranged by candidates directly with e-Tech Ltd with whom all SMART inventory contracts made.

Other **Traditional Inventory writing Software** systems are also widely available to produce photo-embedded reports and deliver these as PDF files by email.

Traditional methods of report production will require a PC or laptop and a Dictaphone and separate digital Camera to complete reports. Typing resources are also required. Both systems are acceptable for audit purposes into the **Licensed Inventory Scheme**.

## Where will the work come from?

**LIS Members** are encouraged and assisted to develop their local market by canvassing letting agents, showing the Sample Inventory Reports provided in your Training Pack and promoting the benefits of using a **Licensed Inventory Scheme Member** who is a trained, security-checked and Quality Assured professional, supplying independent, photo-embedded reports electronically, to a consistently high standard.

**Inventory-Portal Ltd** will actively promote the unique benefits of the **LIS Inventory Providers** and the **SMART-inventory Report (SIR)** centrally to all national and regional letting agents and to the wider market via promotional events and our website [www.inventory-portal.co.uk](http://www.inventory-portal.co.uk)

**Inventory-Portal Ltd** will attempt to secure Clients to outsource their inventory supply chain. This work will be passed out to **LIS Members** who have chosen to join our **Portal** and agree our contract terms. We take a modest commission on all such instructions passed out.

## Training Course Fees

The **1-Day Inventory Training Course** from Inventory-Portal Ltd costs **£195+Vat (£234.00 inc Vat)**.

Included within the course fees are 1 full day of academic training, all printed course materials and the adjudicated exam. We provide a light sandwich lunch and teas/coffees. No travel or overnight costs are included. These are the responsibility of each delegate.

To book your place

- Print and complete in ink the Booking Form, having read our terms and conditions.
- Go online to [www.inventory-portal.co.uk](http://www.inventory-portal.co.uk) and look at our course dates.
- E-mail Inventory-Portal Ltd on [info@inventory-portal.co.uk](mailto:info@inventory-portal.co.uk) attaching a scanned copy of your completed and signed Course Booking Form.
- Goto [www.inventory-portal.co.uk](http://www.inventory-portal.co.uk) click onto our Inventory Clerk Training page and at the bottom of the page select our secure PayPal card payment service.
- Drop down the options tab to reveal "**1-day Training Course £234.00**", highlight it then click "**Pay Now**" and follow the prompts to make a secure, online payment with credit or debit card.
- Alternatively post your booking form and a cheque to the admin unit address on the bottom of the Booking form or make a BACS payment to the account details listed on the Booking form leaving your name as the reference for the e-payment.
- If posting cheques or using BACS please email the Booking form to us to let us know you have applied for a course, so we can reserve a space for you pending clearance of your payment.

## Licensed Inventory Scheme (LIS) Membership Fees

The Annual Subscription for the **Licensed Inventory Scheme** is **£150+Vat per annum**. Application forms are provided during the training course.

To join LIS you must have attended and passed training and examination with Inventory-Portal Ltd and hold an in-date (less than 2 years old) CRB check from Disclosure Scotland. You must also have Professional Indemnity and Public Liability Insurance specifically covering Inventory Clerk activities.

DEAs will already have a Disclosure Scotland CRB check, but for others this will cost about £23.

Professional Indemnity and Public Liability Insurance policy premiums for Inventory Clerks cost around £18 to £22 per month, including insurance tax.

## Why choose to become a Licensed Inventory Scheme Member?

Once you have become a **Licensed Inventory Scheme Member** with Inventory-Portal Ltd and e-Tech Ltd you will have a further skill set to take to the property market.

You are well positioned to offer this service, as you are already in regular contact with letting agents and landlords and already offer a range of Professional Services.

**Professional Inventory Clerk Services** will fit in very well alongside your current DEA or Agency activities and will help to develop further your Property Services Business.

**For more details see our website at**

[www.inventory-portal.co.uk](http://www.inventory-portal.co.uk)

**or contact us at**

[info@inventory-portal.co.uk](mailto:info@inventory-portal.co.uk)

**or call our mobile advice line on 07966 019551**



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## Booking Form: 1-Day Inventory Training Course for Experienced Candidates

### Private and Confidential

Important - Please complete this form in **block letters**

Data Protection Act – Inventory-Portal Ltd undertakes to process your data in accordance with the legal requirements of the Data Protection Act 1998. The data from this form will be used solely by Inventory-Portal Ltd and our direct training Partners for marketing & administrative purposes. Your details will be used to compile a mailing list to keep you updated on information that is available through the programme. All data is treated in confidence and is not disclosed to any third parties, other than when we are required to or permitted to by law, or when you have given consent.

<b>Title:</b>	<b>Forename:</b>	<b>Surname:</b>	<b>Date of Training Course</b>
<b>Address:</b>		<b>Gender:</b> Male: <input type="checkbox"/> Female: <input type="checkbox"/>	<b>Relevant Disability:</b> No: <input type="checkbox"/> Yes: <input type="checkbox"/>
<b>Postcode:</b>			
<b>Email:</b>		<b>Home phone</b> <b>Mobile phone</b>	
<b>Your Current Job Role and Description:</b>			
<b>Professional Qualifications (Details of any professional body, qualifications/membership):</b>			
<b>I can confirm that I have read and understood the Terms and Conditions:</b>  <div style="text-align: right;">No: <input type="checkbox"/> Yes: <input type="checkbox"/></div>			
<b>Signature of Candidate:</b>			<b>Date:</b>

Cheques payable to: Inventory-Portal Ltd and post to:-  
Inventory-Portal Ltd admin unit, 5 Brickwall Cottages, Frittenden, Kent TN17 2DH

Debit and Credit Card payments via PayPal, available on the Training page of our Website

Electronic BACS payments, to Inventory-Portal Ltd  
Lloyds TSB Bank PLC Sort Code 30-92-36 A/c No: 00826034  
(please quote your Name as a reference i.d. for e-payments)



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## **Experienced Candidate 1-Day Inventory Training Course Terms & Conditions**

### **Fees**

Our 1-Day Training Course fees include all Course materials, one day of attended training and examination.

If candidates wish to opt for Membership of the **Licensed Inventory Scheme** an additional annual membership fee is required.

### **The Training Course Elements**

The 1-Day Inventory Training Course provides experienced candidates with the relevant Knowledge and Understanding and Practical advice required for Residential Inventory Clerk activities including Inventory Reporting and provision of check-in and check-out services. The course provides the required training for potential membership of the Licensed Inventory Scheme. Inventory-Portal Ltd does not guarantee that all candidates enrolling on this Course will successfully obtain Licensed status and membership of LIS remains optional for those who successfully pass the Inventory Training Course and examination.

### **Subsistence**

During attended days the course fees include a light lunch and refreshments. Candidates will need to make their own travel and overnight accommodation arrangements as required for their personal circumstances. Any special dietary requirements should be confirmed at the outset, so we can liaise with the host venue.

### **Booking Terms**

Telephone or e-mail enquiries are welcomed but will only constitute a confirmed. Booking when a completed booking form and payment in full has been received and acknowledged by Inventory-Portal Ltd. Spaces are limited and will be allocated on a first-come first served basis..

### **The Experienced Candidate 1-Day Training Course fee is £195 + VAT (£234.00 including VAT).**

On receipt of a completed Course Booking form and payment, Inventory-Portal Ltd will confirm the booking by email and issue a receipted VAT invoice. In the event that a pro-forma invoice is requested, no booking will be guaranteed until cleared payment has been received and acknowledged by Inventory-Portal Ltd

### **Amendments & Alterations**

Course dates will be requested by the candidate on the Booking form at the time of enrolment and payment. Course dates will be confirmed by Inventory-Portal Ltd by email. Any candidate wishing to amend their course date after initial booking should contact us at least 10 working days prior to the course date. Requests for postponement less than ten working days before the event will be charged at £100 + VAT per person. Postponement of a training course is subject to further course availability and cannot be guaranteed.

### **Acknowledgement of Bookings**

Confirmation of registration, venue details and VAT receipt/invoice will be sent in acknowledgement of all bookings. Anyone not having received these details within 5 working days of sending in a booking form should telephone to confirm a place has been booked.

### **Cancellations and Refunds**

After a confirmed booking has been acknowledged by Inventory-Portal Ltd, no cancellation refunds are available and course Fees are non-refundable. In the case of sponsored places, the delegate(s) and employer are jointly and severally liable for payment of all fees due. Both parties must be named and jointly endorse the Inventory Provider Course Booking forms.

### **Please Note**

Inventory-Portal Ltd reserves the right to change the venue and / or speakers at any time and without prior notice. We accept no liability if an event does not take place for reasons beyond our control and we reserve the right to cancel the event, in which case the Full Training Course fee (not any 3<sup>rd</sup> party expenses travel or hotel expenses) will be refunded.

**All bookings are subject to these conditions.**

**web: [www.inventory-portal.co.uk](http://www.inventory-portal.co.uk) e-mail: [info@inventory-portal.co.uk](mailto:info@inventory-portal.co.uk) Call: 07966 019551**

**Licensed Inventory Scheme is a trading name of Inventory-Portal Ltd**