



Inventory-Portal Ltd

supplying professional inventory and property services throughout the UK

in partnership with



Two-Day Inventory-Provider Training Course

Leading to optional Membership of the

Inventory-Portal

Licensed Inventory Scheme

Mobile advice line 07966 019551

e-mail info@inventory-portal.co.uk



Website 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 is coming under close scrutiny as the Government moves further towards statutory regulation of the lettings industry, this includes a Government 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 practices including inventory supply.

From 6 April 2007, the Government 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.

Inventories of the condition of the building and contents at the beginning and end of a tenancy are central to this process.

The Inventory-Portal's **Licensed Inventory Scheme (LIS)** is a voluntary, licensing scheme for the training, Quality Management, Audit and Regulation of its Licensed Inventory Provider 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 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:

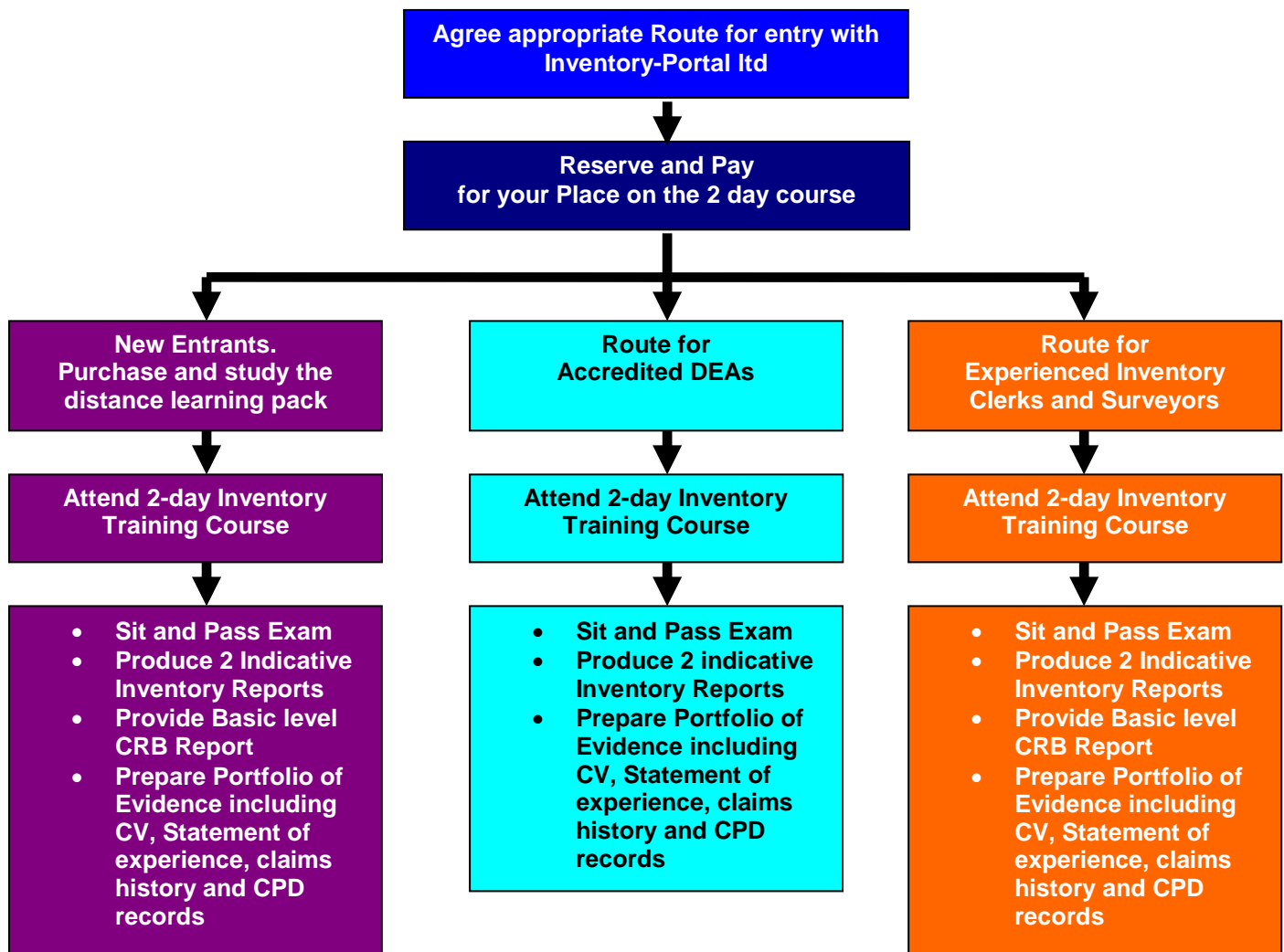
- Ingoing Inventory
- Check-in
- Outgoing Inventory
- Check-out
- Interim Visits

Guidance tips to help you understand your Training programme

Inventory-Portal Ltd's Inventory Provider Training Programme and e-Tech Ltd's SMART-inventory software has been created to qualify and equip individuals to become **Licensed Inventory Scheme** members and to undertake quality-assured, residential Inventories for the UK lettings Market.

Whether you are a qualified and accredited **Domestic Energy Assessor (DEA)**, a **RICS Chartered Surveyor** or someone with general experience in the **Inventory or lettings market**, becoming a Licensed Inventory Scheme Member with Inventory-Portal Ltd is a straightforward process and will take only a matter of a few weeks.

New entrants or less experienced applicants will need to undertake additional training in the form of the Inventory-Portal Ltd's, **Distance Learning Pack** before starting the 2-day Inventory Provider Training programme.



What happens once you have gained the Award?

All successful training course graduates are entitled to use the SMART-inventory software to produce **SMART-inventory Reports**. You will need to acquire the correct **XTC6500 PDA device** onto which the SMART-inventory software will be loaded free of charge by **e-Tech Ltd**.

You will need to enter into a software contract with **e-Tech Ltd** to use the SMART-inventory software and pay the **report generation click-charges to e-Tech Ltd of £5.50+vat, per report** (a minimum monthly click charges of £10 per month +vat exist to maintain this software license).

Optional Membership of the Licensed Inventory Scheme (LIS)

Once you have passed our Training course and exam you will be eligible to apply to join the **Licensed Inventory Scheme (LIS)** and use the “**Accredited Member- LIS**” logo on your sales materials.



Accredited MEMBER **Licensed Inventory Scheme**

LIS Members are regularly audited as part of our Quality Assurance Regime. To join LIS you must have attended and passed training and exam with inventory-portal Ltd and supply an in-date CRB check (Disclosure Scotland) and to hold Professional Indemnity and General Liability Insurance Policies.

Where will your work come from?

Our Members are encouraged and assisted to develop their local market by canvassing letting agents, showing the sample **SMART-inventory Report** and promoting the benefits of a **Licensed Inventory Scheme Member** as a Trained, Security-Checked and Quality Assured Professional, able to supply a standardized, photo-embedded report electronically, quickly and to a consistently high standard. The **LIS Members' Area** of our website contains marketing advice and promotional Inventory-Portal branded materials to help you win this business from your local agents and landlords.

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

Inventory-Portal Ltd aims to offer **LIS Members** the opportunity to carry out work for a sub-contracted **panel**, subject to the availability of these instructions and the adequate national coverage of our members. Once a reliable national or regional network of Licensed Members has been established **Inventory-Portal Ltd** will attempt to secure Clients to outsource their inventory supply chain. This work will be passed out to our members who have chosen to join the **portal** and agree our contract terms. We will take a modest percentage of the gross fee per report as our commission on all such instructions.

Fees

- The **Inventory-Portal Ltd two-day Inventory Provider Course** is **£295 plus VAT**. Included within the course fees are all academic training and examination fees. No travel or overnight costs are included. These are the responsibility of each delegate.
- The **Distance Learning Pack for new-entrant delegates** is **£150 plus VAT**
- The current **subscription for the Licensed Inventory Scheme** is **£150 plus VAT per annum**.
- A **Disclosure Scotland CRB check** costs about **£20**.
- **Professional Indemnity & General Liability** Insurance premiums vary and competitive estimates should be sought by delegates from companies such as HISCOX
- The current cost of the XTC 6500 handheld PDA is approximately **£430 plus VAT** to buy outright, but these are also available **Free** on 18 and 24 month contract terms from mobile phone suppliers such as O2 and Orange on various Business tariffs at around **£40/month**.
- The SMART-inventory Report **Click-Charge** to **e-Tech Ltd** is **£5.50 plus VAT**, per report generated (a minimum monthly click charges of £10 per month +VAT exist to maintain this software license).

Why choose to become a Licensed Inventory Scheme Member?

Once you become a Licensed Inventory Scheme Member with Inventory-Portal Ltd you will have a further skill set and more offerings to take to the property market. Over 70 Members have passed this training and started work in the inventory sector but we aim to have many more, for a fully national network.

email info@inventory-portal.co.uk web www.inventory-portal.co.uk phone 07966 019551



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Booking Form: Inventory Provider Course

Private and Confidential

Important - Please complete this form in block letters ensuring your name is entered in the format that you wish to have printed on your final certificate.

Data Protection Act – inventory-portal Ltd undertakes to process your data in accordance with the requirements of the Data Protection Act 1998. The data from this form will be used solely by Inventory-Portal Ltd and our 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.

Title:	Forename:	Surname:	Date of Birth (optional)
Address:		Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Relevant Disability: No: <input type="checkbox"/> Yes: <input type="checkbox"/>
Postcode:		Home phone	
Email:		Mobile phone	
Your Current Job Role and Description:			
Professional Qualifications (Details of professional body qualifications and membership):			
I can confirm that I have read and understood the Terms and Conditions:			
No: <input type="checkbox"/> Yes: <input type="checkbox"/>			
Signature of Candidate:			Date:

BACS Payments to Lloyds TSB PLC, Sort Code 30-92-36 A/C No. 00826034

**Cheques payable to: Inventory-Portal Ltd and post with forms to
Inventory-Portal Admin,
5 Brickwall Cottages, Frittenden, Kent TN17 2DH**

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Terms & Conditions

Fees

Our Inventory Provider Training Course fees include all Course printed materials, 2 days of Training, examination and assessments leading to our optional, Licensed Inventory Scheme Membership.

The Course Elements

Our Study Packages do require self-discipline to complete the units on schedule.

The Course provides candidates with the Knowledge and Understanding and Training required for potential Licensing by inventory-portal ltd as a Licensed Inventory Scheme Member. Inventory-portal ltd does not guarantee that all candidates enrolling on this Course will successfully obtain Licensed status and membership of the licensing scheme remains optional and voluntary for those who pass the inventory training and examination.

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 an Agreed 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. Events are run on pre-arranged advertised dates; therefore late payment can result in deferment onto the next available enrolment.

The Inventory Provider course fee is £295 + VAT (£339.25 including VAT)

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

Amendments & Alterations

Course dates will be allocated at the time of enrolment and payment, these dates will be confirmed in writing. Any candidate wishing to amend their course dates should contact us in writing and obtain a unique reference number. Requests for changes with less than fifteen working days notice of the commencement of the event will be charged at £50 + VAT per day of training. Amendments are subject to further course availability and only one amendment or postponement per delegate booking is permitted.

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 10 working days of making a provisional booking, should telephone to confirm a place has been booked.

Cancellations and Refunds

After enrolment onto the Course no cancellation or refund terms are available.

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 course fees only will be refunded.

All bookings are subject to these conditions.

web: www.inventory-portal.co.uk e-mail: info@inventory-portal.co.uk Call: 07966 019551

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

Registered Admin Office: 5 Brickwall Cottages, Frittenden, Kent TN17 2DH