

# The Association of Independent Inventory Clerks



## Why & How To Join



AIIC PO Box 1288 West End Surrey GU24 9WE Tel / Fax 01483 480629 Email [centraloffice@theaiic.co.uk](mailto:centraloffice@theaiic.co.uk)

## Introduction:

The Association of Independent Inventory Clerks (AIIC) was established in 1994, though finally inaugurated in 1996. The primary aim of the AIIC is to ensure every landlord, tenant and agent in the UK understands how inventory services can help protect themselves or their clients and also to provide a range of services, support and a professional forum for members.

The stream of continuous legislation for the letting industry has meant an increase in the number of publications issued which mention inventory services. Most of these publications do not go far enough in explaining the importance of inventory services or what people should expect from a professional inventory clerk. Until the AIIC was established there was no organisation for anyone to turn to for advice in this area.

The AIIC has already gained wide support from inventory clerks and has produced a range of publications for both its members and the industry. It is also involved with discussions with the industry bodies and Government appointed agencies to set universally accepted professional standards to which all members adhere.

## Membership Benefits:

- **The Declaration** – a periodic newsletter which includes information about what the AIIC is doing on behalf of its members, plus helpful updates on legal issues, tips from other clerks and an update on agents and information, etc...Contributions from members are very welcome and indeed actively encouraged.
- **Discounted Insurance** – The AIIC has negotiated a discounted insurance rate for its members with Jardine Lloyd Thompson Insurance Brokers. The cover is fully comprehensive, including both Public Liability and Professional Indemnity and the rates are very competitive. Please contact Sue Freemantle on 01628 586123 for further information regarding insurance.
- **Referrals** – Agents, landlords or tenants looking for an inventory clerk are provided with a list of members operating in their area or they can access the AIIC website and conduct their own search for a clerk. Please see [www.theaiic.co.uk](http://www.theaiic.co.uk)
- **Support Line** – From time to time we all come across issues which we are not sure about and would like confirmation or advice from a professional source. All support line volunteers are very experienced clerks and are available by telephone or email through Central Office.
- **Legal Consultation** – The AIIC provides its members with free telephone legal advice through a firm of solicitors expert in tenancy disputes.
- **Dispute Procedure** – If you get involved in a dispute, you can refer it to the Disputes Committee who will evaluate the case and recommend appropriate steps to resolve it.



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- **Complaints Procedure** – The Complaints Committee investigates any complaints received against members of the AIIC. The existence of a complaints procedure is paramount for your professional status.
- **Help File** – All members have access to the live and dynamic on-line Help File in the members only pages of the website, which aims to act as a reference tool on all aspects of inventory work including:
  - ◇ Safety Requirements
  - ◇ Declaration Sheets
  - ◇ Disputes
  - ◇ Fair Wear and Tear
  - ◇ Guidelines for tenants
  - ◇ Inventory Contents
  - ◇ Legal Aspects
  - ◇ Sample Inventories
- **Website** – The AIIC website provides an excellent route of information for both members and the letting industry alike. Found at [www.theaiic.co.uk](http://www.theaiic.co.uk) the site includes the following:
  - ◇ Details about the AIIC
  - ◇ Why use an inventory clerk / Why use an AIIC member
  - ◇ Notice board to update members of new legislation and industry news
  - ◇ Links to related industry sites
  - ◇ Members only area where the Help File is contained
  - ◇ ‘Discussion Forum’ where members can leave notices and share information
  - ◇ “Find a clerk” area, where agents, landlords and tenants can search for a clerk in their area or check if their clerk is a member. **This section of the website provides a forum where members can advertise their business in 25 words, list the geographical areas covered and list contact details**



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## **Membership Grades**

When you join the AIIC, membership is in your personal name, as opposed to your business name. The main reason for this, is when a business is sold, we can ensure the new clerk has submitted their documents and insurance policies and signed our Code of Practice under their own name.

If you are a partnership, you should both join as full members with all other colleagues as Associate Members.

In recent years we decided to no longer offer the Corporate Grade of membership. Instead we reduced the fee of our Associate Membership to £10. There were two main reasons for this;

- a) As a cost saving exercise for all corporate members
- b) To enable us to know our members by name

### **1. Executive Membership:**

- An upgrade for existing members who have completed a minimum of 5 years membership.
- Required to submit documentation to be in accordance with standards promoted by the AIIC.
- Required to have Professional Indemnity and Public Liability insurance.
- Agree to abide by the Code of Practice and Guidelines to Professional Practice.

### **2. Member:**

- For independent inventory clerks with at least 2 years experience.
- Documentation to be in accordance with standards promoted by the AIIC.
- Required to have Professional Indemnity and Public Liability insurance.
- Agree to abide by the Code of Practice and Guidelines to Professional Practice.
- Members will be able to upgrade to Executive Membership grade once they have operated as an independent inventory clerk for 5 years.

### **3. Associate Membership:**

- For clerks who do not work independently but for an Executive Member or Member of the Association.  
Probationary Members cannot register Associate Members under their business name.
- Must be covered by the Executive Member/Members insurance and regulations. *i.e. Code of Practice & Guidelines to Professional Practice.*
- No entitlement to voting rights or use of the AIIC logo without supervision from the Executive Member/Member.

### **4. Probationary Membership (12 month fast track for full membership):**

- Available for clerks new to the business of independent inventories
- Required to attend training course 'Guidelines for Inventory Professionals' before membership application. Please contact Central Office for details of AIIC training courses.
- Required to have Professional Indemnity and Public Liability insurance.
- Required to submit documentation for regular assessments during 12 month probationary period
- Required to submit documentation at 12 months with aim of full member upgrade.
- No entitlement to voting rights or use of the AIIC logo during probationary period.

***The aim for the Probationary Member terms is for the association council to monitor progress made by the Probationary Member and offer help and guidance if and when necessary.***



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## APPLICATION FORM

<b>NAME</b> :		<b>TRADING NAME</b> :	
<b>FULL ADDRESS</b> :			
<b>TELEPHONE</b> :		<b>MOBILE</b> :	
<b>FAX</b> :		<b>EMAIL</b> :	
<b>WEBSITE</b> :			

**GRADE OF MEMBERSHIP APPLIED FOR** *please refer to attached sheet for grade descriptions:*

**MEMBER**

**ASSOCIATE MEMBER \***

**PROBATIONARY MEMBER**

*\*Associate applicants – no need to answer following questions, Full Member to please sign, date and send with remittance*

**HOW LONG HAVE YOU BEEN WORKING AS AN INDEPENDENT INVENTORY CLERK?**

**ARE YOU A SOLE INDEPENDENT TRADER? YES/NO**

**DO YOU SUB CONTRACT WORK OR EMPLOY PERSONS TO CARRY OUT APPOINTMENTS FOR YOU? YES/NO**

**IF 'YES' TO THE ABOVE – HOW MANY PERSONS?**

**HAVE YOU HAD MEMBERSHIP OF THE AIIC DECLINED BEFORE? YES/NO**

**DO YOU HAVE ANY BUSINESS OR FINANCIAL INTERESTS IN ANY CONFLICTING BUSINESSES SUCH AS CLEANING / MAINTENANCE COMPANIES ETC? YES/NO**

**DO YOU HAVE PRESENT OR PAST CLAIMS MADE AGAINST YOU / YOUR COMPANY / ASSOCIATES? YES/NO**  
*(If yes, then please provide details on separate sheet)*

**PLEASE GIVE DETAILS AND DATES OF ANY RELEVANT TRAINING COURSES YOU HAVE ATTENDED OR PREVIOUS ROLES WITHIN THE LETTING INDUSTRY:**

**IF APPLYING FOR PROBATIONARY GRADE, GIVE DATES OF 'Guidelines for Inventory Professionals' COURSE ATTENDED:**

**WHICH AREAS / COUNTIES / TOWNS DO YOU COVER?** *Please list the actual towns and counties you cover. Do not use phrases such as "10 miles radius...." Or "surrounding areas" the more detailed the list, the more leads you will receive from the website...*

*Use separate sheet if necessary, if list is extensive, please also email to central*

**YOUR 25 WORDS DESCRIBING YOUR COMPANY FOR PUBLICATION ON THE AIIC WEB SITE:**



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**ENCLOSED DOCUMENTATION CHECK LIST:**

- ✓ **2 COPIES OF COMPLETED APPLICATION FORM**
- ✓ **SAMPLE INVENTORY**
- ✓ **CHECK OUT REPORT**  
*We prefer sample inventories and check-out reports to be sent electronically to the above email address, alternatively please send a hard copy*
- ✓ **LETTER OF REFERENCE ONE**
- ✓ **LETTER OF REFERENCE TWO**
- ✓ **PROOF OF PROFESSIONAL INDEMNITY INSURANCE**
- ✓ **PROOF OF PUBLIC LIABILITY INSURANCE**
- ✓ **MEMBERSHIP & REGISTRATION PAYMENT** *Please make all cheques payable to AIIC*

**MEMBER £125.00**

**PROBATIONARY MEMBER £125**

**ASSOCIATE MEMBER £10.00**

**NOTES:**

- *All applicants except Associates must supply insurance documents, applications will not be considered without proof of insurance.*
- *The AIIC will accept references in the form of letter only. At least one reference must be from a letting agent. All references must be on headed notepaper.*
- *Probationary Membership applicants need not supply reference letters unless available.*
- *Fees include £25 registration fee which is only paid upon joining or re-joining.*
- *Cheques will not be banked until membership is accepted and will be returned should membership be declined.*
- *The application procedure can take up to two months.*

***I confirm the information provided is correct. I agree to abide by the Code of Practice & Guidelines to Professional Practice required for membership of the AIIC***

**NAME:**

**SIGNATURE :**

**DATE:**

Please return, along with all supporting documentation to Nathalie Kaye at the postal address detailed above.  
Inventory and Check out documents may be emailed



## Code of Practice

1. The Inventory Clerk will compile inventories, and conduct check-outs and check-ins in accordance with the guidelines of the Association.
2. The Inventory Clerk will carry out commissions objectively, in a fair and impartial manner.
3. The Inventory Clerk will be prepared to assist in the event of a dispute, and to attend court if required, at an agreed fee.
4. The Inventory Clerk will declare, prior to accepting a commission, whether he/she has any vested interest in the property, or connection with the parties concerned.
5. The Inventory Clerk will not have any financial connection with a maintenance, cleaning or similar contracting company.
6. The Inventory Clerk will provide details of his/her Professional Indemnity and Public Liability insurance on request.
7. The Inventory Clerk will abide by the decisions of AIIC in the event of a dispute concerning a breach of the Code of Practice of the Association which has been referred to the Association.