

Inventory, Check-In, Check-Out & Management Inspection services undertaken by Adept Property Services

TERMS AND CONDITIONS OF ENGAGEMENT

1. Our prices, as per our current price list, apply to services carried out Monday to Friday, between 9am and 6pm. An additional charge may be made for services carried out outside of these times. Please note that heavily furnished or equipped properties may incur an additional charge. All services are invoiced to the instructing principal with payment terms of 30 days from date of invoice. If any amount remains unpaid after 60 days then all invoices then in existence, whether or not due for payment, become payable. Without prejudice to any other rights it may have, Adept Property Services is entitled to charge interest at 2% above the current Base Rate of Lloyds TSB Bank plc on overdue payment of any invoice amount, or any part thereof.
2. Adept Property Services, and its Inventory Clerks, do not move furniture or equipment and do not check or inventory lofts, cellars, locked rooms, items that are visibly packed for storage, boxes, or any other inaccessible places. It is also not normal practice to individually itemise or inventory books, audio or video media, plants or shrubs, consumable items, cleaning items or miscellaneous items found in sheds, garages or outbuildings, unless specifically requested otherwise. Meter/supply readings are taken as part of the standard Inventory, Check-In and Check-Out process. If a meter/supply cannot be located, or is deemed to be in a location which is inaccessible, the relevant readings will not be taken.
3. Adept Property Services, and its Inventory Clerks, are not experts in fabrics, woods, materials, antiques etc., nor are our Inventory Clerks qualified Surveyors. The Inventory should therefore not be used as an accurate description, or statement of authenticity, of each and every piece of furniture and equipment, nor should it be used as a structural survey report.
4. Adept Property Services, and its Inventory Clerks, do not check electrical or gas appliances, or windows or patio doors, as to their working order. We will however, where possible, check that light bulbs and smoke detectors are working at the time of a property visit. Please note that Adept Property Services makes no guarantee as to the reliability, safety or working order of these items, or any other item within, or part of, a property. Our reports are merely a record that such items exist in the property at a specified date together with their superficial condition. It is the Tenant's responsibility to inspect any smoke detectors fitted in the property to ensure that they are in full working order at all times.
5. The Fire & Safety Regulations regarding furnishing, gas, electrical and similar services are ultimately the responsibility of the Instructing Principal. Where there is a note on an Inventory Report "FFR label seen" this should not be interpreted to mean that the item complies with the "Furniture & Furnishings (Fire) (Safety) (Amendments) 1993". It is merely a record that the item had a label as described or similar to that detailed in the "Guide" published by the Department of Trade & Industry January 1997 (or subsequent date) at the time of the Inventory compilation.
6. The signed and dated Inventory Report, for a Tenancy, should be kept by the Instructing Principal, to be made available to Adept Property Services at time of Check-Out. If any changes (structural, décor, furnishing or equipment) are made to a property during a tenancy period, these should be recorded in writing and signed by both the Instructing Principal and the relevant Tenant. These written changes should be kept with the relevant Inventory Report.
7. It is our usual practice to wait no longer than 20 minutes at a property, beyond the booked appointment time. If upon arrival for an appointment, a property is not in an acceptable condition to fairly judge the condition of the property and its contents, the booked service will not be carried out. In both these cases the appointment will be abandoned and a charge equal to 100% of the original booking value will be made to the Instructing Principal.
8. The safety of the partners and employees of Adept Property Services is of the utmost importance at all times. If any partner or employee of Adept Property Services feels threatened or un-safe at any time when carrying out their duties, for whatever reason, they reserve the right to leave the property immediately. In this case the appointment will be abandoned and a charge equal to 100% of the original booking value will be made to the Instructing Principal.

9. Please note that 24 hours notice must be received, and acknowledged, by Adept Property Services to cancel or change any booking. If sufficient notice is not received, and acknowledged, a cancellation charge equal to 50% of the relevant booking value will be made to the Instructing Principal.
10. Unless agreed otherwise at time of booking, Adept Property Services will dispatch, by email and/or post, Inventory Reports within 5 working days from property visit, and Check-In and Check-Out Reports generally within 1 working day from property visit.
11. Our prices include up to 2 hard copies of all Reports. Additional hard copies are available at a small charge. Please note that it is the responsibility of the Tenant and the Landlord, or the respective Agents, to agree between themselves the accuracy of our reports. Any discrepancies, agreed by all relevant parties, should be notified to Adept Property Services within 48 hours of receipt of the relevant report, or before a new Tenant has occupied the property, whichever is sooner.