



WELLINGTON PARKER

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LONDON

PROFESSIONAL **IMPARTIAL** RELIABLE

## What we do...

Our detailed inventory reports utilise cutting edge technology which enables us to deliver precise and comprehensive reports in plain English without jargon or abbreviations, including supporting digital images which can help resolve any issues or disputes with a fast turnaround. **This makes us London and UK's premier inventory services company.**

**We are full members of the AIIC.  
(Association of Independent Inventory Clerks)**

This ensures that all our clerks are trained to the highest standard and are kept up to date about any changes to the law in relation to the Inventory and the property sector. Wellington Parker are experts at providing you continuous support.

We are able to take bookings from 8 am – 8 pm  
7 days a week, 365 days a year.

We offer the following report types:

- Check In
- Check Out
- Inventory & Check In
- Mid-Term Inspections
- Schedule of Condition Reports

**WELLINGTON PARKER** is a fully regulated, accredited, impartial & professional property inventory provider



  
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“ In a saturated market where many companies claim to offer a dynamic and pioneering approach, it's easy to take for granted the premium service we always receive from Wellington Parker.

Working in a busy market where notice is often 24 hours or less, we have never been let down by the team at Wellington. Their clerks are immaculately presented, always punctual and a pleasure to send to our clients.

The reports are consistent, and are provided in a detailed yet coherent way meaning there are rarely scenario's that we have to resubmit them or make amendments.”

**Dominic Cocklin**

Branch Lettings Partner  
Felicity J Lord - Clerkenwell Branch  
[www.fjlord.co.uk](http://www.fjlord.co.uk)

## Starting the right way... ...first time around

### **FRIENDLY PROFESSIONAL STAFF**

All our clerks are fully trained, CRB checked and associate members of the AICC.

### **FAST REPORT TURNAROUND**

We use cutting edge technology to ensure our reports are delivered digitally in PDF format promptly and efficiently. Hard copies available on request.

### **ONLINE PORTAL**

Specially created for letting agents, landlords and tenants. Our secure client portal allows access to all previously completed assignments including full photograph sets at your leisure and on any device.

### **DATA PROTECTION**

We take storing personal information very seriously; therefore we are ICO registered and fully compliant with Data Protection Act (1998), so your personal details are secure.

### **PROTECTED REPORT SIGNING**

Once completed, reports are encrypted and sent to every party for secure digital signing ensuring that the document is tamper proof and stands up legally if a dispute should arise.

### **FULLY INSURED**

We are fully insured by Thistle Insurance Group for employers liability insurance and professional indemnity & public liability Insurance.





# Accuracy and quality, each time... ...every time

Wellington Parker London Ltd was created by a group of dedicated property professionals who wanted to do things differently.

A thorough property inventory report is an essential document which must be undertaken with meticulous care, but experience taught us that all too often the opposite was true.

A disappointing majority of the reports we saw were unfit for purpose- unwieldy, difficult to read and with long turnaround times, they also provided very little in the way of descriptive detail or photographic evidence. Add the fact that countless inventories are completed by untrained staff with no insurance, and it's easy to see why these are worrying times for landlords who want to protect their assets, or tenants wanting to protect their deposits.

Wellington Parker London Ltd was born out of a genuine love for property and a commitment to traditional values like honesty, attention to detail and outstanding service. Our primary aim is to give our clients' peace of mind that the inventories they receive are absolutely accurate- we leave no stone unturned and create clear, easy to read reports written by experienced industry professionals.

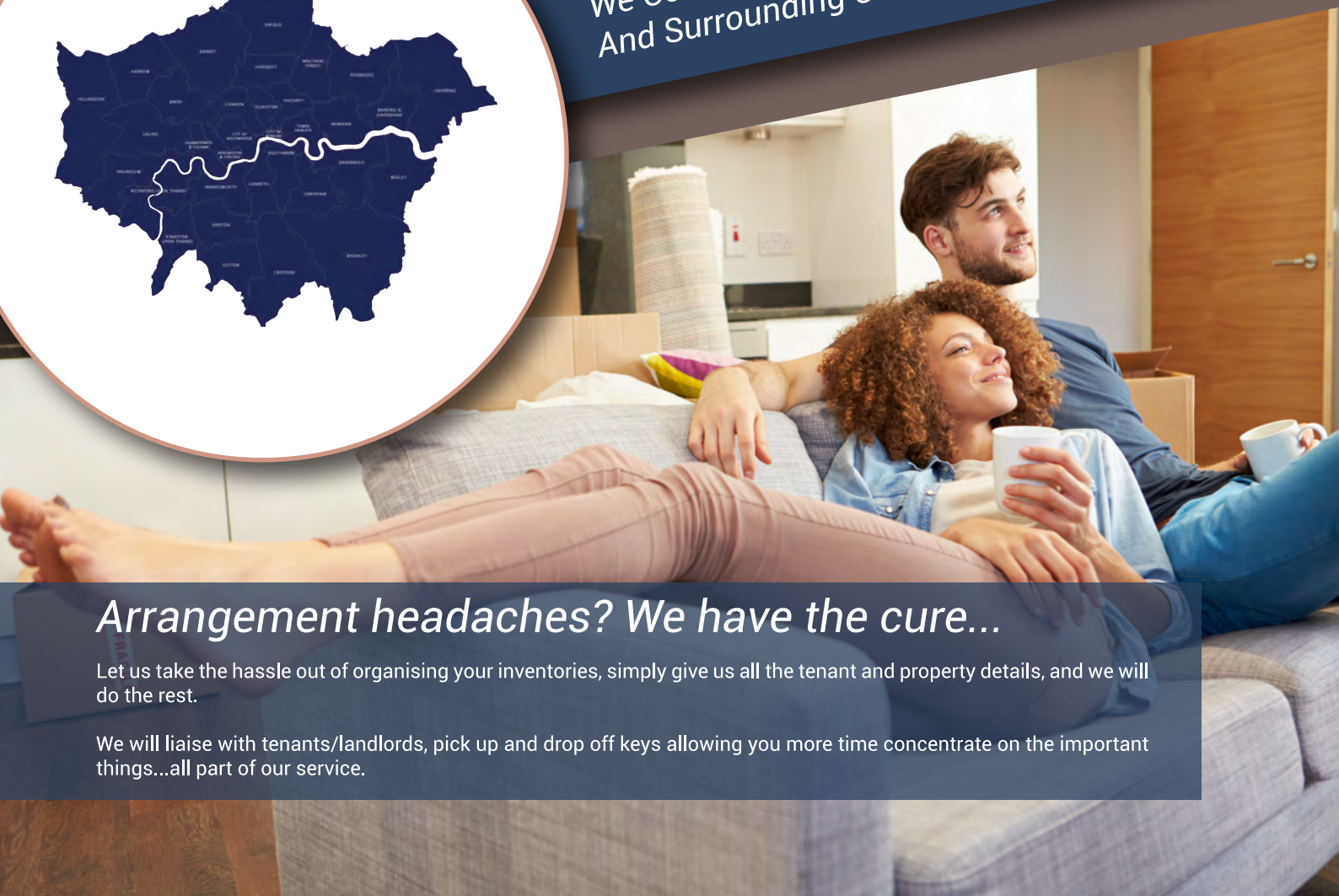
We work around the clock to fit into our clients' busy schedules, not the other way around- that means we're able to take last minute appointments 52 weeks of the year including weekends and bank holidays. We manage all the bookings, taking the pressure off private landlords, letting agents and property managers so they can spend more time on other important business objectives.

We're able to provide a quick turnaround on reports without ever compromising quality or accuracy, and if you have any questions, we're always happy to take your call.

Choosing Wellington Parker means you'll be able to make use of a range of benefits that many other inventory companies don't offer.



We Cover Central London, Greater London  
And Surrounding Counties



## Arrangement headaches? We have the cure...

Let us take the hassle out of organising your inventories, simply give us all the tenant and property details, and we will do the rest.

We will liaise with tenants/landlords, pick up and drop off keys allowing you more time concentrate on the important things...all part of our service.

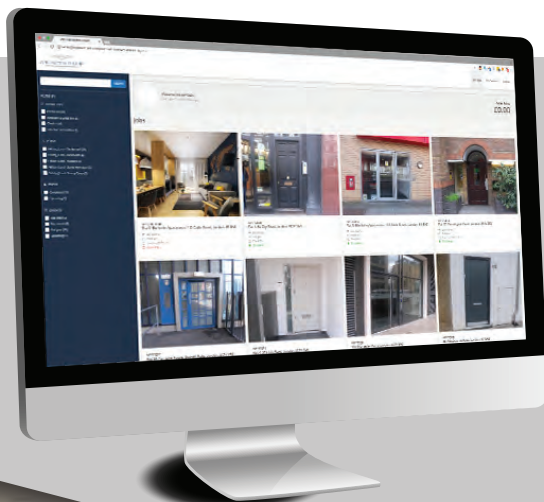
Created by us...  
...designed for you!

The introduction of **Tenancy Deposit Schemes** in 2007 shifted the emphasis on landlords having to prove their entitlement to make a claim against a tenant. The scheme also protects tenants from false allegations about the damage they didn't cause to the property, resulting in the non-return of their deposit. For both parties, a thorough inventory is crucial- and that's where we come in.

We've been conducting inventories, check-ins/outs and regular property inspections throughout the greater London area since 2010, providing our clients with detailed documents that are signed and dated by both tenant and landlord for total transparency.

Our reports include the following:

- Meter readings (Check In, Check Out, Inventory & Check In & Schedule of Condition reports only)
- Smoke alarm and carbon monoxide tests
- Keys collected, noted and returned to client
- Full itemisation and schedule of all fixtures, fittings and furniture
- 100+ digital photographs alongside photographs embedded into report
- Full description of condition of walls, ceilings, flooring, paintwork, lighting, woodwork, etc
- Access to online portal to view report and photographs on all devices
- Digital report signing



...Enter our portal

Designed from the ground up with ease of use and simplicity in mind.

Registered users can view all upcoming assignments, search for past reports and browse clearly labelled photographs with ease on any device!

Our portal is secure and encrypted with SSL technology complying with The Data Protection Act (1998) ensuring personal details are protected.



  
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# What to check in...? what to check out...?



Our reports conform to standard AIIC guidelines; therefore, it's logical to outsource to a trustworthy and professional inventory company.

The benefits of having a professional and independent inventory conducted by Wellington Parker means you will receive a comprehensive report backed up by photographic evidence. Therefore tenants are more likely to maintain your property knowing that impartial evidence endorses your report. Signed evidence can also help to reduce court appearances, saving you valuable time and money.

We are full members of **The AIIC (The Association of Independent Inventory Clerks)** and keep up to date with any changes in legislation, continuously updating our reports to ensure accuracy and relevance.

## ☰ Inventory

Our inventories are fully comprehensive and conducted using our tried and tested system ensuring full accuracy accompanied by an extensive photograph set of your property. All items are fully itemised and described.

- Smoke Alarms/Carbon Monoxide alarms tested
- Keys collected, noted and returned
- Full itemisation and schedule of condition of all fixtures, fittings and furniture
- 100+ High-quality digital photographs per report

## ↶ Check In

At the start of a new tenancy, we update a previous inventory and compile it onto our template to produce a schedule of the overall condition & cleanliness to be accurate at the time of move in.

- An updated description of the condition & cleanliness of the property, furniture, fixtures & fittings
- We take utility meter readings, hand over the keys to the tenant walking them through the property highlighting any issues and problems and obtain their signature
- Digital photographs embedded into report per room section, in addition to a full photoset backup of 100+ high-quality photos

## ⬇ Mid Term Inspection

We perform interim inspections for properties, ensuring that landlords and agents are aware of any potential problems. This also helps in confirming that tenants are abiding by the tenancy agreement, giving property owners peace of mind.

- A comparison against the inventory check in report, highlighting any possible issues or potential problems
- A schedule of condition and cleanliness
- A portrayal of the current tenants' care, maintenance and cleanliness
- List any repairs required and outstanding matters
- High quality supporting images provided highlighting issues

## ↷ Check Out

At the end of a tenancy we compare the state of the property to the initial inventory /check in report, or if a different company compiled the inventory, we transfer the original details on to our templates to make comparisons on one easy to read document.

- We list any changes with quantities, condition and cleanliness and assess fair wear and tear
- We take utility meter readings and collect the keys for return to the agent or landlord
- High-quality digital photographs embedded per room section, in addition to a full photo set back up of 100+ photos



# Customer

Wellington Parker appreciates our customers and rewards you for your loyalty.

Countless clients come back to us time and time again, not just because of the exemplary work we do but because of the incredible people who work in our team.

We like to offer rewards to our clients as a way of saying thank you.

It's easy to join- there's no need to register, you will be automatically enrolled upon booking your first job.



## Introducing... Parker Points

- Accrue 1.5% of the value of the job booked in points.
- Points calculated automatically in your client portal.
- Redeem against future jobs or vouchers of your choice.

Terms & Conditions apply

CALL US NOW **0800 612 7025**  
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