

INVENTORY	
Of THE CONTENTS AND CONDITIONS FOR Enter Property Address Here...	
Inventory Inspection Date.	Inventory Preparation By
Reference.	On Behalf Of

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Check In	Tenant' / s Initials	Landlord' / Agent's Initials
Check Out	Tenant' / s Initials	Landlord' / Agent's Initials

CHECK OUT DECLARATION

I the tenant accept acknowledge and agree that the landlord or their agent has the statutory time allowed under the UK Governments Tenancy Deposit Scheme regulations from the termination of the tenancy this inventory applies to howsoever occasioned to present me with a list of dilapidations or missing items which are chargeable to me the tenant and may be deductible from the tenant deposit paid at the commencement of the tenancy.

The landlord hereby confirms that they will use their best endeavours to ensure that no unfair deductions or deductions for fair wear and tear will be made from the tenant's deposit.

I the tenant further accept acknowledge and agree that this check out declaration applies to tenant in the singular or tenants in the plural as applicable to the tenancy agreement this inventory relates to.

Sign & Print all Names

Tenant / s

.....
.....
.....
.....

Landlord / Landlords' Agent.

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.....

Check Out Date

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Keys List at Check Out –

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1. **BASIS OF REPORTING** This report has been prepared on the basis that unless specifically mentioned all items inspected have been found in a good 'Normal Use' condition and free from defects and damage over and above normal expected defects and imperfections commensurate with our perceived age of any item. Accompanying images or video form part of the detail of this inventory.

2. **IMPORTANT NOTE. TENANTS ARE REQUIRED TO RESTORE ALL ITEMS IN THE PROPERTY TO THE LOCATIONS SET OUT IN THIS INVENTORY**

At the end of the tenancy relating to this inventory all items for the property listed below and or detailed in this inventories photographic evidence must be returned to the locations as at the date of this inventory. This includes all furniture, fittings and other movable items, especially items stored to kitchen cupboards and worktops etc. At the end of the tenancy relating to this inventory a charge will be payable by the tenant/s to cover any landlord costs for any time expended in searching for items that are not in the locations set out below and or detailed in this inventories photographic evidence.

3. **PROPERTY BRIEF DESCRIPTION** The property is -

4. **KEYS NOTED AT INSPECTION**

5. **METER READINGS**

	<u>Inspection reading</u>	<u>Location</u>	<u>Check in reading</u>	<u>Check out reading</u>
Gas				
Electricity				
Water				
Other				

6. **MAINS WATER STOPCOCK**

7. **DETECTORS AND FIRE SAFETY**

	<u>Test result</u>	<u>Location</u>
Smoke detectors		

Fire safety equipment and other sensors

8. **INTRUDER ALARM** **NO**

9.	FURNISHINGS SAFETY LABELLING	<u>Furniture Item</u>	<u>Location</u>	<u>Label extract</u>
		.	.	
10.	P.A.T TEST LABELS	<u>Appliance</u>	<u>Label date</u>	<u>Location</u>
11.	GAS SAFETY CERTIFICATION	<u>Seen</u> N/A.	<u>Dated</u> -	<u>Location</u> -
12.	TENANT INFORMATION PACK	<u>Seen</u> NO		<u>Location</u>
13.	PHOTOGRAPHIC EVIDENCE	YES		
14.	VIDEO EVIDENCE	NO		
15.	APPLIANCE MANUALS LIST	<u>Item</u>	<u>Manufacturer</u>	<u>Type</u>
		.	.	

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26. **Staircase /s**

27. **Cleanliness**

END OF PROPERTY GENERALITY ITEMS

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FRONT PORCH		Description	Condition
28.	Adjacent items around door and frame	a.	
29.	Door and frame	a.	
30.	Ceiling	a.	
31.	Walls	a.	
32.	Wall furnishings & fixings	a.	
33.	Electrical	a.	
34.	Paintwork	a.	
35.	Doors leading off to outside spaces	a.	
36.	Doors leading off to internal rooms	a.	
37.	Cupboard /s	a.	
38.	Windows	a.	
39.	Window dressings	a.	
40.	Flooring	a.	
41.	Rugs / mats	a.	

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FRONT PORCH		Description	Condition
42.	Heating	a.	
43.	Free standing furniture and accessories	a.	
44.	Soft furnishings	a.	
45.	Other	a.	
46.	Cleanliness	a.	

ENTRANCE & HALLWAY		Description	Condition
47.	Adjacent items around door and frame	a.	
48.	Door and frame	a.	
		a.	
49.	Ceiling	a.	
50.	Walls	a.	
51.	Wall furnishings & fixings	a.	
52.	Electrical	a.	
53.	Paintwork	a.	

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ENTRANCE & HALLWAY		Description	Condition
54.	Doors leading off to outside spaces	a.	
55.	Doors leading off to internal rooms	a.	
56.	Cupboard /s	a.	
57.	Windows	a.	
58.	Window dressings	a.	
59.	Flooring	a.	
60.	Rugs / mats	a.	
61.	Heating	a.	
62.	Free standing furniture and accessories	a.	
63.	Soft furnishings	a.	
64.	Other	a.	
65.	Cleanliness	a.	

CLOAKROOM		Description	Condition
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Check In	Tenant' / s Initials	Landlord' / Agent's Initials	
Check Out	Tenant' / s Initials	Landlord' / Agent's Initials	Page 10 of 51 pages

CLOAKROOM		Description	Condition
81.	Free standing furniture	a.	
82.	Soft furnishings	a.	
83.	Other	a.	
84.	Cleanliness	a.	

LIVING ROOM		Description	Condition
85.	Door internal side	a.	
86.	Ceiling	a.	
87.	Walls	a.	
88.	Wall furnishings	a.	
89.	Electrical	a.	
90.	Paintwork	a.	
91.	Doors leading off to outside spaces	a.	
92.	Doors leading off to internal rooms	a.	
93.	Cupboard /s	a.	

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Check Out Tenant' / s Initials Landlord' / Agent's Initials

LIVING ROOM 2		Description	Condition
122.	Home entertainment	a.	
123.	Other	a.	
124.	Cleanliness	a.	

LIVING ROOM 3		Description	Condition
125.	Door internal side	a.	
126.	Ceiling	a.	
127.	Walls	a.	
128.	Wall furnishings	a.	
129.	Electrical	a.	
130.	Paintwork	a.	
131.	Doors leading off to outside spaces	a.	
132.	Doors leading off to internal rooms	a.	
133.	Cupboard /s	a.	
134.	Windows	a.	

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Check Out Tenant' / s Initials Landlord' / Agent's Initials

LIVING ROOM 3		Description	Condition
135.	Window dressings	a.	
136.	Flooring	a.	
137.	Rugs / mats	a.	
138.	Heating	a.	
139.	Fireplace	a.	
140.	Furniture	a.	
141.	Soft furnishings	a.	
142.	Home entertainment	a.	
143.	Other	a.	
144.	Cleanliness	a.	

LIVING ROOM 4		Description	Condition
145.	Door internal side	a.	
146.	Ceiling	a.	
147.	Walls	a.	

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LIVING ROOM 4		Description	Condition
148.	Wall furnishings	a.	
149.	Electrical	a.	
150.	Paintwork	a.	
151.	Doors leading off to outside spaces	a.	
152.	Doors leading off to internal rooms	a.	
153.	Cupboard /s	a.	
154.	Windows	a.	
155.	Window dressings	a.	
156.	Flooring	a.	
157.	Rugs / mats	a.	
158.	Heating	a.	
159.	Fireplace	a.	
160.	Furniture	a.	
161.	Soft furnishings	a.	
162.	Home entertainment	a.	

Check In Tenant' / s
Initials

Landlord' / Agent's
Initials

Check Out Tenant' / s
Initials

Landlord' / Agent's
Initials

LIVING ROOM 4		Description	Condition
163.	Other	a.	
164.	Cleanliness	a.	

KITCHEN		Description	Condition
165.	Door internal side	a.	
166.	Ceiling	a.	
167.	Walls	a.	
168.	Wall furnishings	a.	
169.	Electrical	a.	
170.	Paintwork	a.	
171.	Doors leading off to outside spaces	a.	
172.	Doors leading off to internal rooms	a.	
173.	Cupboard /s	a.	
174.	Windows	a.	
175.	Window dressings	a.	

Check In	Tenant' / s Initials	Landlord' / Agent's Initials
Check Out	Tenant / 's Initials	Landlord' / Agent's Initials

KITCHEN		Description	Condition
191.	Washer / Dryer	a.	
192.	Dishwasher	a.	
193.	Microwave	a.	
194.	Cooker - Oven	a.	
195.	Cooker - Hob	a.	
196.	Cooker – Extractor hood	a.	
197.	Appliances – Other	a.	
198.	Furniture	a.	
199.	Soft furnishings	a.	
200.	Home entertainment	a.	
201.	Other	a.	
202.	Kitchen Contents	a.	
203.	Cleanliness	a.	

UTILITY ROOM		Description	Condition
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Check In	Tenant' / s Initials	Landlord' / Agent's Initials
Check Out	Tenant' / s Initials	Landlord' / Agent's Initials

UTILITY ROOM		Description	Condition
204.	Door internal side	a.	
205.	Ceiling	a.	
206.	Walls	a.	
207.	Wall furnishings	a.	
208.	Electrical	a.	
209.	Paintwork	a.	
210.	Doors leading off to outside spaces	a.	
211.	Doors leading off to internal rooms	a.	
212.	Cupboard /s	a.	
213.	Windows	a.	
214.	Window dressings	a.	
215.	Flooring	a.	
216.	Rugs / mats	a.	
217.	Heating	a.	
218.	Fireplace	a.	

Check In Tenant' / s Initials Landlord' / Agent's Initials

Check Out Tenant' / s Initials Landlord' / Agent's Initials

UTILITY ROOM		Description	Condition
234.	Cooker - Hob	a.	
235.	Cooker – Extractor hood	a.	
236.	Appliances – Other	a.	
237.	Furniture	a.	
238.	Soft furnishings	a.	
239.	Home entertainment	a.	
240.	Utility Room Contents	a.	
241.	Other	a.	
242.	Cleanliness	a.	

STAIRS & LANDING 1		Description	Condition
243.	Description	a.	
244.	Ceiling	a.	
245.	Loft hatch	a.	
246.	Walls	a.	

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Check Out Tenant' / s Initials Landlord' / Agent's Initials

STAIRS & LANDING 1		Description	Condition
262.	Cleanliness	a.	

BEDROOM 1		Description	Condition
263.	Door internal side	a.	
264.	Ceiling	a.	
265.	Walls	a.	
266.	Wall furnishings	a.	
267.	Electrical	a.	
268.	Paintwork	a.	
269.	Doors leading off to outside spaces	a.	
270.	Doors leading off to internal rooms	a.	
271.	Cupboard /s	a.	
272.	Windows	a.	
273.	Window dressings	a.	
274.	Flooring	a.	

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BEDROOM 1		Description	Condition
275.	Rugs / mats	a.	
276.	Heating	a.	
277.	Fireplace	a.	
278.	Built in furniture	a.	
279.	Free standing furniture	a.	
280.	Soft furnishings	a.	
281.	Home entertainment	a.	
282.	Other	a.	
283.	Cleanliness	a.	

EN SUITE 1		Description	Condition
284.	Door internal side	a.	
285.	Ceiling	a.	
286.	Walls	a.	
287.	Wall furnishings & fixings	a.	

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EN SUITE 1		Description	Condition
288.	Electrical	a.	
289.	Paintwork	a.	
290.	Doors leading off	a.	
291.	Cupboard /s	a.	
292.	Windows	a.	
293.	Window dressings	a.	
294.	Flooring	a.	
295.	Rugs / mats	a.	
296.	Heating	a.	
297.	WC	a.	
298.	Bidet	a.	
299.	Shower Cubicle	a.	
300.	Wash Basin	a.	
301.	Bath	a.	
302.	Free standing furniture and accessories	a.	

Check In	Tenant' / s Initials	Landlord' / Agent's Initials
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EN SUITE 1		Description	Condition
303.	Soft furnishings	a.	
304.	Other	a.	
305.	Cleanliness	a.	

BEDROOM 2		Description	Condition
306.	Door internal side	a.	
307.	Ceiling	a.	
308.	Walls	a.	
309.	Wall furnishings	a.	
310.	Electrical	a.	
311.	Paintwork	a.	
312.	Doors leading off to outside spaces	a.	
313.	Doors leading off to internal rooms	a.	
314.	Cupboard /s	a.	
315.	Windows	a.	

Check In Tenant' / s Initials Landlord' / Agent's Initials

Check Out Tenant' / s Initials Landlord' / Agent's Initials

BEDROOM 2		Description	Condition
316.	Window dressings	a.	
317.	Flooring	a.	
318.	Rugs / mats	a.	
319.	Heating	a.	
320.	Fireplace	a.	
321.	Built in furniture	a.	
322.	Free standing furniture	a.	
323.	Soft furnishings	a.	
324.	Home entertainment	a.	
325.	Other	a.	
326.	Cleanliness	a.	

EN SUITE 2		Description	Condition
327.	Door internal side	a.	
328.	Ceiling	a.	

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Check Out	Tenant' / s Initials	Landlord' / Agent's Initials

EN SUITE 2		Description	Condition
329.	Walls	a.	
330.	Wall furnishings & fixings	a.	
331.	Electrical	a.	
332.	Paintwork	a.	
333.	Doors leading off	a.	
334.	Cupboard /s	a.	
335.	Windows	a.	
336.	Window dressings	a.	
337.	Flooring	a.	
338.	Rugs / mats	a.	
339.	Heating	a.	
340.	WC	a.	
341.	Bidet	a.	
342.	Shower Cubicle	a.	
343.	Wash Basin	a.	

Check In	Tenant' / s Initials	Landlord' / Agent's Initials
Check Out	Tenant' / s Initials	Landlord' / Agent's Initials

EN SUITE 2		Description	Condition
344.	Bath	a.	
345.	Free standing furniture and accessories	a.	
346.	Soft furnishings	a.	
347.	Other	a.	
348.	Cleanliness	a.	

BEDROOM 3		Description	Condition
349.	Door internal side	a.	
350.	Ceiling	a.	
351.	Walls	a.	
352.	Wall furnishings	a.	
353.	Electrical	a.	
354.	Paintwork	a.	
355.	Doors leading off to outside spaces	a.	
356.	Doors leading off to internal rooms	a.	

Check In	Tenant' / s Initials	Landlord' / Agent's Initials
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BEDROOM 3		Description	Condition
357.	Cupboard /s	a.	
358.	Windows	a.	
359.	Window dressings	a.	
360.	Flooring	a.	
361.	Rugs / mats	a.	
362.	Heating	a.	
363.	Fireplace	a.	
364.	Built in furniture	a.	
365.	Free standing furniture	a.	
366.	Soft furnishings	a.	
367.	Home entertainment	a.	
368.	Other	a.	
369.	Cleanliness	a.	

BEDROOM 4		Description	Condition
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Check In	Tenant' / s Initials	Landlord' / Agent's Initials
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STAIRS & LANDING 2		Description	Condition
398.	Doors leading off to outside spaces	a.	
399.	Doors leading off to internal rooms	a.	
400.	Cupboard /s	a.	
401.	Windows	a.	
402.	Window dressings	a.	
403.	Flooring	a.	
404.	Rugs / mats	a.	
405.	Heating	a.	
406.	Built in furniture	a.	
407.	Furniture	a.	
408.	Soft furnishings	a.	
409.	Other	a.	
410.	Cleanliness	a.	

BEDROOM 5		Description	Condition
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BEDROOM 5		Description	Condition
411.	Door internal side	a.	
412.	Ceiling	a.	
413.	Walls	a.	
414.	Wall furnishings	a.	
415.	Electrical	a.	
416.	Paintwork	a.	
417.	Doors leading off to outside spaces	a.	
418.	Doors leading off to internal rooms	a.	
419.	Cupboard /s	a.	
420.	Windows	a.	
421.	Window dressings	a.	
422.	Flooring	a.	
423.	Rugs / mats	a.	
424.	Heating	a.	
425.	Fireplace	a.	

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OUTSIDE SPACES		Description	Condition
480.	Special Features	a.	
481.	Garage and Outbuildings Contents	a.	
482.	Other	a.	
483.	General condition of outside spaces and maintenance standard	a.	

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DISCLAIMER

This inventory has been prepared to provide a written recording of the contents of the property as well as the condition of the contents and the decorative condition of the areas and spaces to the extent of the instructing principals' instructions. The accuracy of this report is subject to the agreement of the tenant and landlord or their respective agents. This report has been compiled by a person who is not a qualified buildings surveyor or health and safety expert or qualified to offer legal advice of a landlord or tenants obligations. Neither is the person compiling this report an expert on any materials that may be found and described in the property including but not limited to woods, fabrics and antiques. This inventory is not to be used as a definitive and accurate description of each and every piece of equipment and furniture in the property or as any type of report such as a property survey or structural survey. Any property in lofts garages and cellars that are not included in this inventory are the sole responsibility of the landlord. This inventory is not a statement that any item or materials described complies with any regulations. All statements as to safety labels must be checked for validity by the recipient / s of this inventory. Our services are subject to the terms and conditions published on our website at www.activeinventories.co.uk.

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AUTHORIZED USAGE

The usage of this report is limited to the landlord, tenants and agent (if any) of the property this report relates to. Any other usage must be authorized.

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Check In Tenant' / s Landlord' / Agent's

Initials

Initials

Check Out Tenant' / s Landlord' / Agent's

Initials

Initials

INVENTORY CLERK TEMPLATE USAGE GUIDE

Guide to using 'Active Inventories' inventory reports

The object of the exercise

To make the check in and checking out procedures as smooth and trouble free as possible Our inventory document can be used at all stages of a tenancy. We use our best endeavors to ensure that our inventories describe an accurate and true list of the contents and condition of a property at the time of inspection. Our report will need to be agreed by the landlord and tenant.

Check in

Each party to the tenancy should have matching copies of our inventory inspection report and images CD.

Additionally the check in operative will need to:

List keys in the space provided or the first part of the check in comments sheet.

Update meter readings if required.

Obtain signatures for the check in declaration.

Obtain initials to all pages **excepting**

'Check in comments pages unless information is included at check in.'

'Check out declaration.'

'Check out comments pages.'

'These instructions'

Check in practicalities

Tenants may understandably be unwilling to sign the check in declaration and initial agreement to all the relevant pages of an inventory the landlord or his clerk have prepared until they have had a chance to thoroughly examine the property and compare this to the inventory document and to make any required check in comments. Our inventory inspection report contains a check in declaration that sets out a seven day opportunity from signing for tenants to make comments. If the tenant does not make comments within the seven day period both parties should rely upon the signed inventory document as the basis for comparison at the

end of the tenancy. If the tenants return their commented upon inventory copy within the seven days mentioned the landlord can go over any aspects not agreed with and resolve these before both parties initial any changes on each parties check in comments page / s. At this stage both landlord and tenant should be in agreement and comfortable that at the end of the tenancy both parties can rely on the inventory report in checking for damages, dilapidations, missing items and the condition of cleanliness etc.

Check out inspection

Tenants should return all items for the property to their original locations as detailed in the inventory report and or as detailed in the accompanying images or video. Charges may be made for the time expended in finding out of position items.

Using the inventory signed and initialed after any amendments at check in carry out a thorough inspection of the property. You will need to take in to account fair wear and tear of any items that have deteriorated during the tenancy. The landlord should list for the tenant's attention any items that are damaged, un-cleaned to the required standard or missing inviting the tenants to comment. With the tenants comments considered present a written list of dilapidations noting the cost of replacement / reinstatement. When agreed the information should be listed on the check out comments pages. Landlord and tenant should sign the check out declaration and initial the check out comments pages.

Photographic or video evidence

If we have provided photographic or video evidence at the inventory inspection and preparation stage this will be mentioned in the inventory report. Ensure that a copy of the images CD is given to all parties along with the inventory document. We suggest that receipts are obtained for the images CD.

A Tip for viewing images

A fast and efficient way to view inventory images if you are using a PC with 'Microsoft XP' is to use the 'View Images as Slideshow' feature. This displays the images in full screen

mode enabling easy and quick viewing of detail.

Scope of these instructions

All of the above details represent a general guide to using our inventory reports in England. This guide and any information contained therein should not be interpreted as legal advice, health and safety advice or a definitive list of any statutory legal or health and safety regulations that may apply to the reader's obligations. In our view it is a landlord's sole responsibility to ensure that all legal and statutory requirements are complied with in relation to any tenancy created or in force for their properties.

Further information

We hope that this information will be helpful and practical. If you require any particular further information in respect of our inventories please contact us.

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The preceding information details represent a general guide to using our inventories. This guide and any information contained therein should not be interpreted as legal advice, health and safety advice or a definitive list of any statutory legal or health and safety regulations that may apply to the reader's obligations. It is our understanding that it is a landlord's sole responsibility to ensure that all statutory and legal requirements are complied with in relation to any tenancy created or in force for their properties. We do not guarantee the legal accuracy of any information set out in this document. Any actions the reader may take in relation to activities described herein are solely the responsibility of the reader.

No warranty of accuracy is given concerning the contents of the information contained in this publication. To the extent permitted by law no liability (including liability to any person by reason of negligence) will be accepted by Active Management Services Limited, its subsidiaries or employees or agents for any direct or indirect loss or damage caused by omissions from or inaccuracies in this document.