



GROVE & WRIGHT

PROPERTY INVENTORY SERVICES

AGENCY PARTNERSHIP PACK

[Inventories](#) / [Checkouts](#) / [Simple online bookings](#)

Professional reporting. Less administration.

We support estate and letting agencies with clear, independent property reports and a straightforward online process, from the first instruction to the finished report.

WHY WORK WITH US?

- 01 Clear photographic reporting
- 02 Convenient online agency portal
- 03 Flexible, job-by-job instructions

[South London & surrounding areas](#) | [No minimum commitment](#)

WHAT WE DO

Your inspection partner

Two essential services for busy lettings teams.

PROPERTY INVENTORIES

Detailed photographic records of the property, its contents and visible condition at the beginning of a tenancy.

PROPERTY CHECKOUTS

End-of-tenancy condition reports, with comparisons against the original inventory where one is provided.

A SIMPLE DIGITAL JOURNEY

01

APPLY

Complete the existing estate agency application on our website.

02

APPROVAL

We review your application and confirm your rates and payment terms.

03

INSTRUCT

Once approved, use your portal to submit property and appointment details.

04

REPORT

We confirm availability, attend and deliver the completed report digitally.

All appointments are subject to availability and confirmed access arrangements.

Pricing & payments

Straightforward terms, tailored to how your branch works.

STANDARD & PREFERENTIAL AGENCY RATES

Our standard prices are available on groveandwright.com and apply by default. Agencies providing regular, ongoing instructions may qualify for discounted agency rates, individually reviewed and activated after approval. Ask us for your agreed rate card.

14-DAY INVOICING

Individual job invoices with payment due within 14 calendar days of the invoice date.

CONSOLIDATED MONTHLY INVOICING

For approved regular agencies, eligible jobs can be grouped into one itemised monthly invoice. Agreed due dates are confirmed at onboarding.

WHAT WE CONFIRM WHEN YOU APPLY

Your branch details, booking and accounts contacts, service area, expected instruction volume, access arrangements, reporting requirements and preferred payment option.

Your final rates and payment terms are confirmed when we approve your agency account. Choosing consolidated billing does not automatically qualify an agency for discounted rates.

READY TO GET STARTED?

Visit groveandwright.com and complete the Estate Agent Account Application. We review your application and activate your account once approved.

Working together

A few practical details before your first instruction.

Booking & availability

Submit each instruction through your approved agency account. Appointments are subject to confirmation.

Keys & access

Please provide accurate access instructions and arrange lawful access. Where relevant, agree key collection and return in advance.

Original inventories

For checkouts, supply the original inventory and any relevant supporting information so comparisons can be made.

Special requirements

Tell us about unusual property sizes, urgent deadlines, additional areas or known safety concerns when booking.

Reports & independence

Reports document visible condition at attendance. They are independent records, not structural or specialist safety surveys.

Cancellations

Any applicable cancellation or failed-access charges should be confirmed in the agreed terms before booking.

QUESTIONS? contact@groveandwright.com

Emergencies & add-ons

Transparent quotations before additional work proceeds.

URGENT & EMERGENCY BOOKINGS

Short-notice, priority or same-day appointments may attract an additional charge and are subject to availability. Tell us your deadline when instructing; we will confirm any priority fee and delivery date before acceptance.

PROPERTY & REPORT ADD-ONS

Additional charges may apply to furnished or heavily furnished properties, additional rooms, annexes, garages, unusually large outdoor areas or other requirements that increase inspection or reporting time.

TRAVEL & NON-STANDARD REQUIREMENTS

Travel outside our usual coverage area, specialist requests and non-standard access arrangements may incur agreed supplements. Please provide full property details for an accurate quotation.

NO SURPRISE SUPPLEMENTS

Any applicable emergency charge or add-on will be quoted or confirmed before the relevant work proceeds. Standard prices and approved agency rates do not automatically include extras.

What to expect

Practical information for smooth instructions and reporting.

Report turnaround

Our previous standard target was within 48 hours after inspection, unless otherwise agreed. Confirm any time-critical deadline with us before booking.

Report review

Where reports are issued through Inventory Hive, the designated recipient normally has five calendar days from release to submit proposed amendments. Inspectors review requests against the inspection evidence.

Keys and access

The instructing agency must arrange lawful access, identify keys correctly and disclose relevant safety risks. Collection and return arrangements are agreed for each instruction.

Cancellations and failed access

Our previous terms allowed no charge with more than 48 hours notice; up to 50% for 24-48 hours, and up to 100% for less than 24 hours or failed access, where justified by actual loss. Confirm current terms when booking.

Independent reporting

Reports record visible condition and contents at attendance. Checkout comparisons depend on the original inventory supplied. They are not structural surveys or specialist safety inspections.

Billing and approval

Choose individual 14-day invoices or approved consolidated monthly invoicing. Agreed pricing and billing terms are confirmed when your agency account is approved.

APPLY ONLINE | groveandwright.com