
Professional Document Storage

FIVEHOMES

Secure storage for the documents that matter most.

Five Homes operates a purpose-built, fireproof document storage facility for law firms, insolvency practitioners, financial services companies, and other professional services businesses with significant paper archives and regulatory obligations.

The problem with how most firms store their documents.

Professional services firms carry a document burden that never fully disappears. Client files, matter archives, regulatory records, and historical correspondence accumulate over decades — and the obligation to retain them, store them securely, and produce them on demand does not diminish with time.

Most firms manage this burden badly. Documents are stored in offices that were never designed for archiving, in filing systems that are poorly indexed and difficult to search, in locations that offer little meaningful protection against fire, flood, or unauthorised access.

Five Homes exists to change that. Our professional document storage facility combines physical security, digital accessibility, and regulatory compliance in a single managed service — purpose-built for the industries that need it most.

Everything you need. Nothing you don't.

01	Fireproof Storage	Our storage facility is constructed to BS EN 1047-2 fire resistance standards - the benchmark for professional document vaults in the United Kingdom. Internal temperatures remain below the critical threshold even during sustained external fires of over 1,000°C. Inert gas suppression protects your archive without the secondary damage that sprinkler systems cause. Your documents are not merely stored — they are protected.
02	State-of-the-Art Facility	The Five Homes facility has been purpose-built to serve the specific needs of professional services — not adapted from a general warehousing operation. Climate control maintains constant temperature and humidity levels to prevent paper degradation. Biometric access control, CCTV across all zones, and 24-hour remote monitoring ensure that your archive is protected at all times. The facility meets the security standards required by regulated industries including law, insolvency, financial services, and healthcare.
03	Fully Digitised System	Every item entering the Five Homes document store is logged, barcoded, and indexed within our proprietary digital management system. You have real-time visibility of your entire archive through a secure client portal — searchable by matter reference, client name, document type, or date. Retrieval requests, transfer instructions, and destruction authorisations are all handled through the portal. Nothing enters or leaves the facility without a complete digital audit trail.
04	Digital Scanning for Longevity	Our digitisation service converts your paper archive into high-resolution, searchable digital files — indexed, stored securely in encrypted cloud infrastructure, and accessible to authorised users within seconds. Scanning is carried out in-house by trained operators under strict chain-of-custody protocols. For law firms with legacy archives spanning decades, and insolvency practitioners managing large case portfolios, digitisation is a risk management strategy as much as a convenience. Original documents are retained in physical storage unless destruction is authorised by the client.
05	Easy Access	Through the Five Homes client portal, authorised users can request physical retrieval, access scanned copies instantly, or arrange a supervised visit to the facility. Emergency retrieval requests — for court deadlines, regulatory inquiries, or urgent client matters — are processed within four hours. Standard retrievals are fulfilled on the next working day. Our facility is accessible by road from all major Midlands and South-East conurbations, and courier delivery of physical files can be arranged to any UK address.
06	Regulatory Compliance	Five Homes document storage is operated in compliance with the UK GDPR and Data Protection Act 2018, and our procedures are designed to meet the specific retention and security requirements of the Solicitors Regulation Authority, the Financial Conduct Authority, the Insolvency Service, and the Information Commissioner's Office. We work directly with compliance officers and practice managers to ensure that storage arrangements satisfy the requirements of your regulator — and we provide written confirmation of our protocols on request.

Built for regulated, **paper-heavy industries.**

Our facility was designed with specific industries in mind — those where documents carry legal, regulatory, and professional weight, and where improper storage is not just inconvenient but potentially a serious compliance failure.

Law Firms

SRA-compliant storage for client files, matter archives, conveyancing records, and litigation documents. Retention periods met as standard. Suitable for firms of all sizes, from boutique practices to regional and national firms with large legacy archives.

Insolvency Practitioners

Case file storage across complex, multi-party insolvency matters. Accessible by the IP and authorised parties throughout the life of the case, however long that may be. Fully auditable chain of custody on every document.

Financial Services

FCA-regulated record retention for compliance files, client documentation, and historical trading records. Audit-ready on demand, with a retrieval capability designed around the timescales that financial services investigations actually operate to.

Healthcare Providers

Patient record storage in compliance with NHS data retention standards and UK GDPR. Secure, confidential, and fully auditable. Available to NHS and private healthcare providers managing paper-based patient records.

Accountancy Practices

Tax records, client accounts, and statutory documentation retained for the required periods with instant retrieval capability. Managed storage for the full lifecycle of your client relationship, from onboarding through to statutory retention expiry.

Commercial Businesses

Any business with significant paper archives and a need for secure, accessible, off-site storage managed to a professional standard. Contracts, HR records, supplier documentation, and board papers — stored properly and retrievable when needed.

We are a property
development company.

**That is exactly why you
should trust us.**

Five Homes built its reputation on developing and managing physical assets to an exacting standard. That same approach to quality, security, and long-term thinking is embedded in how we operate our document storage facility.

We are not a logistics company that has added document storage to its service list. We are a quality-first operator that understands what it means to be responsible for assets — physical or paper — that belong to other people and carry real professional obligations.

Our facility is managed by a team with direct experience of regulated professional services environments. We understand the SRA Code of Conduct. We understand what an ICO audit looks like. We understand the consequences — for you — of a document that cannot be produced when it needs to be.

The question is not whether you can afford proper document storage. It is whether you can afford the alternative — a regulatory investigation, a professional negligence claim, or a file that no longer exists when a client needs it thirty years from now.

Ready to store your documents properly?

Contact our team to discuss your requirements. We work with firms of all sizes — from sole practitioners with modest archives to national firms with hundreds of thousands of documents in storage. Every enquiry is handled confidentially and without obligation.

We offer an initial site visit and storage assessment at no charge. Our team will review your current archive, advise on the most appropriate storage and digitisation solution for your needs, and provide a clear, fixed-price proposal.

Enquiries are handled directly — not by a third party or a call centre.

Email: **storage@fivehomes.co.uk**
Web: **www.fivehomes.co.uk/document-storage**
General: **sales@fivehomes.co.uk**