



**RE: Approved Contractor Status**

We are currently expanding our contractor portfolio and would like to open this up to yourselves

**Works Order Process**

We have reviewed our workflow process for issuing of Works Orders through to making payment to you.

An overview of this process is included with this correspondence.

Please be advised, contractors who do not follow this process will likely suffer delays in payment, and ultimately removal of Approved Contractor Status

**Approved Contractor requirements.**

Also included with this correspondence is a revised Approved Contractor Application.

We require you to complete this form and provide ALL outstanding documents as a matter of urgency.

*Documentation*

1. Public Liability Insurance Documents
2. Employers Liability Insurance Documents (were applicable)
3. Health & Safety Documents (Policy, Statement, Risk Assessments, COSHH Documentation)
4. Valid Photo ID

Please be advised contractors who do not complete the application and provide all documents will be suspended from the Approved Contractors until such time all completed applications and documents are received.

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PROPERTUNITY  
LETS

### Closing

It is our preference to maintain a working relationship with you and should you have any questions, issues, concerns please contact us to discuss.

Should you require assistance in any area we can provide guidance and/or put you in touch with associates who can assist you.

Kind regards

Propertunity Lets Limited

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