



PROPERTUNITY
LETS

Approved Contractor Agreement

On review of the requested documents below, Propertunity Lets Limited will add the below.

Company / Contractor Name	
Address	
Telephone Number	
Mobile Number	
E: Mail	

to the list of approved contractors who are used to conduct regular and ad hoc maintenance services as part of the Property Management Service which we provide.

As part of this agreement, we require the following:

1. Confirmation of the hourly rate to be charged on all works undertaken on behalf of Propertunity Lets.

If applicable confirm hourly rate	
--	--

2. Confirmation and evidence that the necessary qualifications and registrations with the appropriate governing bodies are in place and up to date where applicable.

If applicable confirm qualifications and governing bodies	
--	--

10 Defender Court
Sunderland Enterprise Park
Sunderland
Tyne and Wear
SR5 3PE
0191 548 2444
info@propertunitylets.co.uk
www.propertunitylets.uk.com



PROPERTUNITY
LETS

3. A copy of the up-to-date Public Liability Insurance Policy. We require sight of the new policy on the expiry each year.

Name of current insurer and policy end date. A copy of policy must be given to office	
--	--

4. A copy of the up-to-date Employers Liability Insurance Policy where appropriate, please state if this is not a requirement for your business.

Name of current insurer and policy end date. A copy of policy must be given to office	
--	--

5. Confirmation and evidence that there is an appropriate Health and Safety procedure in place and necessary risk assessments have been carried out.

Provide copy of H&S Documents	
--	--

6. Where appropriate, a Health and Safety method statement will be provided to Propertunity Lets regarding any works instructed. You must confirm that you always comply with Construction (Design and Management) Regulations 2007.

Provide copy of all RAMS as and when required	
--	--

7. Please confirm if you are VAT registered. If so, please provide your VAT registration number.

If applicable confirm VAT Reg No	
---	--

8. A copy of Passport/Driving License etc. which provides photographic I.D.

10 Defender Court
Sunderland Enterprise Park
Sunderland
Tyne and Wear
SR5 3PE
0191 548 2444
info@propertunitylets.co.uk
www.propertunitylets.uk.com



PROPERTUNITY
LETS

Confirm what ID provided and submit copy to office	
---	--

To carry out works as an approved contractor for Propertunity Lets Limited, you must agree to the following:

- Work must be carried out during reasonable working hours (except for emergency repairs) and never before 8:00am Monday to Saturday, 9:00am Sunday or after 8:00pm unless authorized.
- You must commit to responding to all requests for quotations or work orders within 1 working day via our Job Sheet software system which would send these requests via email.
- Propertunity Lets will provide you with a lanyard and I.D card which will confirm you are a Propertunity Lets approved contractor and must always be worn when attending one of our instructed jobs.

Please complete and sign this agreement and return with all requested documents as confirmation that you understand and agree to the above requirements. These requirements form part of the company procedure and failure to adhere to these will result in removal from the approved list.

To be completed by Company/Contractor	
Name	
Position	
Signed	
Date	

To be completed by Propertunity Lets	
Name	
Position	

10 Defender Court
Sunderland Enterprise Park
Sunderland
Tyne and Wear
SR5 3PE
0191 548 2444
info@propertunitylets.co.uk
www.propertunitylets.uk.com



PROPERTUNITY
LETS

Signed	
Date	

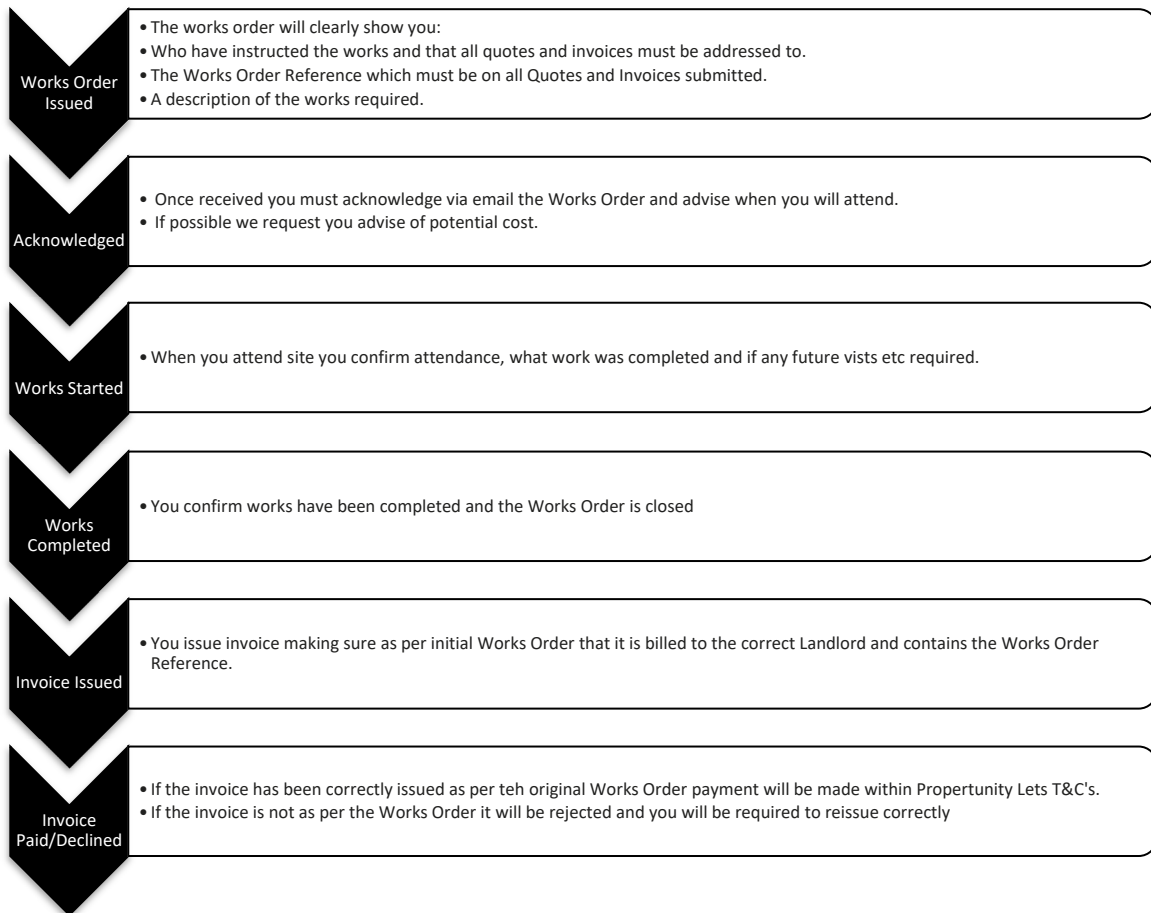
10 Defender Court
Sunderland Enterprise Park
Sunderland
Tyne and Wear
SR5 3PE
0191 548 2444
info@propertunitylets.co.uk
www.propertunitylets.uk.com



PROPERTUNITY
LETS

Propertunity Lets Works

Order/Invoice/Payment Process



The following of this process is to ensure the Works Orders are managed efficiently, and payments are made to you promptly.

All invoices received that do not have the correct detail and Works Order Numbers WILL BE REJECTED AND NOT PAID.

10 Defender Court
Sunderland Enterprise Park
Sunderland
Tyne and Wear
SR5 3PE
0191 548 2444
info@propertunitylets.co.uk
www.propertunitylets.co.uk



PROPERTUNITY
LETS

By signing this you agree to fully comply with the Works Flow Process and accept any delays in payments due to non-compliance are the responsibility of the contractor

Name	
Signed	

10 Defender Court
Sunderland Enterprise Park
Sunderland
Tyne and Wear
SR5 3PE
0191 548 2444

info@propertunitylets.co.uk
www.propertunitylets.uk.com