

**Self Employed Property Consultant
Contract of Employment****Personal Details**

Title: _____ Surname / Family name: _____ First name: _____
 Nationality: _____ Country of Birth: _____ D.O.B: _____ Male / Female
 National Insurance No: _____

Contact Details

Email: _____ Telephone: _____ (mobile/home/work)
 Address: _____
 _____ Borough: _____ Post Code: _____

Bank Details

Account in the name of: _____
 Bank name: _____ Account No: _____ Sort Code: _____

Terms & Conditions of Employment**Duties**

Your duties will vary from day to day, this position is ideal for self starters who are looking to make a mark in the property letting and management market as well as the opportunity to develop into other divisions of the group. You will be working mostly on your own and working on your own initiative and making on the spot decisions that can ultimately make all the difference in the total figure of your monthly pay cheque. Some days can be very stressful as the position entails you to achieve results, because without results no commission, and no commission no monthly residual income so you must be able to think on your feet with a can-do attitude. This is a must if you wish to succeed and progress further within the QB Group of Co's

Travel

You are responsible for your own travel fare to and from destination

Areas and Territories (London Boroughs)

You will have the exclusive right to work your chosen borough, and only you have the right to operate in this area. Other consultants from other boroughs may also be covering your area maybe due to the vast size and scale of the area that cannot be covered by one person alone. We will put you in touch with the consultant if this situation arises.

Planning & Mapping Areas

You must be able to provide mapping records a day before you start work for approval of all areas and streets to be worked in. This must be recorded and emailed back to the office for filling with street names, photocopied and clearly highlighted in an A to Z map, with a total number of residential homes to be visited before payment can be released the following day. Checks will be carried out to ensure leaflets are being distributed in the area.

Materials

The only materials supplied by the company are for marketing purposes to promote our business in your area. All other forms of equipment and materials such as computer, printer, internet access, telephone, measuring tape and a camera must be supplied by you.

Photographs

Photographs are an important aspect of marketing any property. Ideally we need you to take pictures of the key aspects of the property but as a minimum it should include the outside, kitchen, bathrooms, bedrooms and living areas, and emailed back to us for uploading onto our site.

Dress Code

Formal business like attire, we ask you to at all time to project a professional image of yourself and the company that you are representing while dealing with customers. This will benefit you in the long run as the customer will only buy from people who they like and trust. This guarantees repeat business for you as this customer will always personally asks for you and your service. So as the saying goes "the first impression is the last impression".

Safety

Your safety is priority, which is why it is important to use your own due diligence when working an area or entering into some ones property to take notes or photographs.

Training

If at any time or any given situation you are seeking advice on a particular subject or are not sure of an answer to a question from a customer let us know by calling our office. You will be taught in all aspects of letting and managing properties in your area while at the same time you will be building your own portfolio of clients that you will oversee, manage and maintain yourself. As a company we are here to help you every step of the way so that you succeed and progress further within the other divisions of the QB Group.

Payment & Commission Structure

£20 - per 1000 leaflet distributed per day (next day BACS payment)

£5 - new client gained as a result a commission of £5 is payable.

Upto 50% Commission is payable of the month's rent and management fee throughout the duration of the tenancy agreement as a result of a "Let" arranged and managed by you.

Commission also paid on other services taken up by your customer

Residual Income

Any client(s) you have introduced to us will earn you a residual percentage income from the month's rent and management fee upto **50% commission paid throughout the duration of the tenancy agreement**, that's even if you decide to leave us or work in another division of the group.

Tax

As you will be self employed, you will be responsible for paying your own taxes / NI on the income earned, and it is your duty to notify HM Revenue and Customs.

ID Requirements

As company policy you are asked to provide **two** forms of ID one confirming your name and one confirming your address. This will need to be faxed or emailed back to us along with this completed form.

Signature: _____ Date: _____ Agent ID: _____ (for office use only)