



Consultant Agreement

Independent Property Consultants / Free Launch Edition

Edition	Free Launch
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PropReportHub | Initial Business Centre, Wilson Park, Manchester, M40 8WN

www.propreporthub.com | admin@propreporthub.com

Key position

The Consultant is an independent professional service provider. PropReportHub provides the technology platform only and is not the Consultant's employer, agent, client, joint venturer or professional supervisor.

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1. Parties and acceptance

This Consultant Agreement ("Agreement") is between PropReportHub, currently an unincorporated trading name used by its founders to operate and test www.propreporthub.com and report.propreporthub.com (together, the "Platform"), and the person or organisation registering or using the Platform as a Consultant ("Consultant", "you").

By selecting the acceptance box, registering a Consultant account or using Consultant features, you agree to this Agreement. If you accept on behalf of an organisation, you confirm that you have authority to bind it.

For the purposes of this Agreement, references to "PropReportHub", "we", "us" and "our" mean the individuals jointly operating the Platform under that trading name. The principal business contact address is Initial Business Centre, Wilson Park, Manchester, M40 8WN and the contact email address is admin@propreporthub.com.

2. Relationship with the Platform Terms

The PropReportHub Terms and Conditions, Privacy Policy, Cookie Policy and Platform Disclaimer also apply. This Agreement contains additional obligations specific to Consultants.

If this Agreement conflicts with the general Terms on a Consultant-specific matter, this Agreement prevails. The Client and Consultant must still enter into their own separate professional appointment.

3. Eligibility and authority

You must be at least 18 years old and must operate a genuine professional or consultancy business, whether as a sole practitioner, partnership, limited company, LLP, public body or other lawful organisation.

You must have authority to offer the listed Professional Services and to use any business name, logo, qualification, membership, accreditation or other credential shown on your profile.

You must not register if you are prohibited from carrying out the relevant work, subject to a restriction that should reasonably be disclosed, or unable to maintain the standards required by this Agreement.

4. Account and profile information

You must provide accurate, complete and current information, including your legal or trading name, contact details, business type, services, geographical coverage, experience, qualifications, professional memberships and insurance information where requested.

You must update your profile promptly when information changes, including changes to insurance, registration, regulatory status, personnel, service capability, availability or contact details.

Profile text, images and claims must be lawful, professional and not misleading. You must not claim that PropReportHub endorses, accredits or guarantees you.

5. Checks and cooperation

PropReportHub may request documents or information reasonably required to check identity, business status, qualifications, memberships, insurance or profile claims. You agree to respond accurately and within a reasonable time.

Any check is limited and does not transfer responsibility for your competence or compliance to PropReportHub. You remain responsible for ensuring that all information and credentials are valid.

PropReportHub may hide or suspend a profile while a material query is investigated or where requested evidence is not provided.

6. Professional obligations

You must:

- provide Professional Services with reasonable care and skill and in accordance with the agreed appointment;

- comply with all laws, regulations, professional standards, codes of conduct and licensing requirements applicable to your work;
- only offer or accept work for which you and your personnel are competent, experienced, appropriately supervised and adequately resourced;
- maintain appropriate professional indemnity, public liability and other insurance for your services and risk profile;
- protect the health, safety, property and confidential information of Clients and third parties;
- give clear terms of engagement, scope, limitations, fees, payment terms and complaints information directly to each Client;
- keep suitable records and cooperate with legitimate complaints, claims, regulators and insurers; and
- pay your own taxes, VAT, employment costs, insurance premiums and business expenses.

You remain solely responsible for all Professional Services supplied by you, your employees, agents, subcontractors or associated practices.

7. Services, locations and availability

You should select only services and geographical areas that you genuinely cover. Listing a service or region does not guarantee Project invitations or appointments.

You must review each Project individually and consider competence, resources, travel, access, deadlines, conflicts, insurance and any specialist or statutory requirements before quoting.

You should pause or update listings when you are unavailable or unable to accept further work.

8. Project invitations and quotations

An invitation to quote is not an appointment and does not require you to respond. You should decline unsuitable invitations promptly where the Platform allows.

Each quotation must be accurate and sufficiently clear for the Client to understand what is and is not included. It should normally state:

- identity of the Consultant and relevant lead professional;
- proposed scope and deliverables;
- assumptions, exclusions and limitations;
- professional fee, VAT position and likely expenses or disbursements;
- payment terms and any cancellation terms;
- anticipated inspection, commencement and delivery timescales;
- information, access, surveys or documents required from the Client;
- any need for third-party specialists, testing, opening-up, statutory consent or additional work; and
- the period for which the quotation remains open.

You must not submit a deliberately low, incomplete or misleading quotation with the intention of adding foreseeable charges later.

9. Appointment by a Client

An appointment is a direct contract between you and the Client. PropReportHub is not a party to that contract and does not guarantee payment or performance.

Before starting work, you must issue and obtain acceptance of appropriate terms of engagement. Your terms should identify the client, property or project, scope, deliverables, fee, VAT, expenses, payment terms, timetable, limitations, reliance, intellectual property, complaints procedure, cancellation rights and liability provisions suitable for the instruction.

Where the Client may be a consumer, you are responsible for complying with applicable consumer law, including pre-contract information and cancellation requirements.

You must not treat a Platform status, message or appointment notification as a substitute for your own professional checks and engagement documents.

10. Performance of Professional Services

You must perform the agreed work diligently, professionally and within the agreed timescale, subject to stated assumptions and matters outside reasonable control.

You must notify the Client promptly of material delay, access difficulty, conflict, safety concern, change of scope, additional fee, need for specialist input or any matter likely to affect delivery.

You must not materially change the agreed scope or charge an additional fee without the Client's agreement, except where your terms lawfully provide otherwise and the change is fair and transparent.

You are responsible for the quality, accuracy, limitations and issue of your own reports, drawings, advice and other deliverables.

11. Fees, invoicing and Free Launch

During the Free Launch, PropReportHub charges no Consultant subscription fee, listing fee or commission for ordinary Platform use. No payment card is required, no Stripe subscription or other automatic Platform payment is created, and the Consultant will not be automatically moved to a paid membership.

You agree your professional fee directly with the Client and, unless a future payment facility is expressly introduced and accepted, you invoice and collect payment directly from the Client.

You are responsible for VAT, expenses, disbursements, credit control, refunds and debt recovery under your Client contract.

PropReportHub may introduce optional paid memberships or features in the future. Any such option will be explained clearly in advance. You will not be charged or automatically transferred to a paid option unless you actively select and accept it. No future price, membership scale or payment commitment is agreed by this Agreement.

12. Insurance, regulation and claims

You must maintain insurance appropriate to the nature, value, complexity and risk of the work you undertake, including professional indemnity insurance where relevant. You must comply with any minimum requirements of your regulator, professional body, employer or client.

You must notify PropReportHub promptly if a material insurance policy lapses, is cancelled, becomes subject to a material exclusion, or no longer supports services listed on your profile.

You remain responsible for notifying insurers, regulators or professional bodies of circumstances, complaints or claims where required. PropReportHub does not provide insurance advice or claims handling.

13. Conflicts of interest and independence

You must identify, disclose and manage actual or potential conflicts of interest in accordance with applicable professional standards and law.

You must not accept a Project where a conflict cannot be properly managed, where independence is required but compromised, or where your involvement would otherwise be improper.

Any referral arrangement, commission or other financial interest relating to a Project must be disclosed where law or professional standards require.

14. Client information, confidentiality and data protection

You must use Client, owner, occupier and Project information only for lawful purposes connected with the relevant enquiry, appointment, professional obligations or legitimate administration.

You must keep confidential information secure and must not disclose it except with authority, as reasonably required to deliver the work, or where required by law, regulation, insurer or professional duty.

You are independently responsible for your obligations under data-protection law, including privacy information, lawful basis, data minimisation, security, retention, data-subject rights and any processor or subcontractor arrangements.

You must report any suspected Platform-related data breach or unauthorised disclosure to PropReportHub promptly and provide reasonable cooperation.

15. Documents, reports and intellectual property

You retain ownership of intellectual property you own in your profile and Professional Services, subject to any rights granted to the Client under your terms of engagement.

You grant PropReportHub a non-exclusive, royalty-free licence to host and display your profile, logo and public marketing material and to store or transmit Project documents as required to operate the Platform.

You must have authority to upload documents and must not upload material that infringes rights, breaches confidentiality, contains malware or is unlawful.

You and the Client should retain independent copies of important records. The Platform is not the sole professional archive for reports, evidence, correspondence or regulatory records.

16. Platform communications and records

You should use Platform messaging and status tools appropriately so that the Client can understand the progress of the enquiry or appointment.

Important instructions, scope changes, approvals, fees and contractual variations should also be confirmed in your own durable records and, where appropriate, in updated terms of engagement.

Email or dashboard notifications may be delayed or filtered. You remain responsible for monitoring your account and meeting professional or contractual deadlines.

17. Reviews, feedback and profile presentation

PropReportHub may allow Clients to provide feedback or reviews. You must not submit or procure fake, misleading or incentivised reviews and must not threaten or pressure a Client to alter genuine feedback.

PropReportHub may moderate, investigate or remove reviews that appear unlawful, abusive, irrelevant, fraudulent or contrary to Platform rules. PropReportHub does not guarantee that every review will be verified or published.

You may request correction of demonstrably inaccurate profile information or report concerns about a review through the support contact.

18. Acceptable use

You must not misuse the Platform, scrape user data, send unsolicited bulk marketing, interfere with security, impersonate others, upload malicious material, make false professional claims or use Project information for an unrelated purpose.

You must not use contact details obtained through the Platform to build or sell unrelated marketing lists.

You may communicate directly with a Client as reasonably required for the Project. During the Free Launch there is no Platform commission and this Agreement does not impose an anti-circumvention charge.

19. Complaints and disputes

You must maintain a suitable complaints-handling procedure and provide it to Clients where required by law, regulation, professional body or insurer.

You must respond professionally and promptly to Client complaints and must cooperate with any applicable redress, ombudsman, adjudication, mediation, regulator or insurer process.

Disputes about your Professional Services or fee are between you and the Client. PropReportHub may preserve or provide Platform records where lawful and may facilitate communication, but does not decide professional negligence, fee liability or contractual entitlement.

20. Suspension and termination

You may close your Consultant account by contacting PropReportHub, subject to reasonable retention of records needed for legal, security, dispute or regulatory purposes.

PropReportHub may suspend, restrict or terminate your account where it reasonably believes that you have materially breached this Agreement, created a safety, legal, reputational or data risk, provided misleading information, failed to maintain required credentials, or failed to cooperate with a reasonable investigation.

Where appropriate, PropReportHub will give notice and an opportunity to respond. Immediate suspension may occur where necessary to prevent harm, protect data, comply with law or preserve evidence.

Termination does not cancel or alter any existing Client appointment. You remain responsible for completing, transferring or ending that appointment professionally and in accordance with your Client contract.

21. Liability and responsibility

You are solely responsible for your Professional Services, staff, subcontractors, terms of engagement, regulatory compliance, advice, reports, charges, tax, insurance and Client relationship.

Nothing excludes or limits liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, or liability that cannot lawfully be limited.

PropReportHub is not liable for your acts or omissions, Client decisions, non-payment, Project cancellation, inaccurate Project information, loss of an opportunity, or a dispute between you and a Client.

For business users, PropReportHub's liability is subject to the limits in the general Platform Terms.

You will be responsible for losses, claims and reasonable costs incurred by PropReportHub to the extent directly caused by your unlawful Professional Services or User Content, your material breach of this Agreement, or your negligent or wrongful act. This does not apply to loss caused by PropReportHub's own breach or negligence.

22. Changes to this Agreement

PropReportHub may update this Agreement where reasonably necessary to reflect changes in law, Platform functionality, security, professional expectations or business arrangements.

Material changes will be notified by email, dashboard message or another reasonable method before they take effect where appropriate. A change will not create a new payment obligation or move you to a paid arrangement without your active agreement.

If you do not accept a material non-payment change, you may stop using the Platform and close your account, while remaining responsible for existing Client appointments.

23. General terms

You are an independent contractor. Nothing in this Agreement creates employment, worker status, partnership, joint venture, agency, fiduciary relationship or authority to bind PropReportHub.

You may not transfer your Platform account or this Agreement without written consent. PropReportHub may transfer the Platform and this Agreement as part of a sale, restructuring or transfer of business, provided this does not reduce mandatory rights.

No third party has a right to enforce this Agreement under the Contracts (Rights of Third Parties) Act 1999.

If part of this Agreement is unenforceable, the remainder continues. Delay in enforcing a right is not a waiver.

24. Governing law and jurisdiction

This Agreement is governed by the law of England and Wales. The courts of England and Wales have exclusive jurisdiction in relation to business disputes arising from this Agreement.

Schedule 1 – Free Launch summary

Item	Current position
Consultant subscription fee	£0 during Free Launch
Listing fee	£0 during Free Launch
Platform commission	0% during Free Launch
Payment card	Not required
Automatic renewal	None into a paid membership during Free Launch
Consultant professional fee	Agreed and collected directly from the Client
Future paid options	Only after clear advance notice and active acceptance; no automatic transfer or charge

Schedule 2 – Quotation checklist

- Correct Client and Project reference.
- Clear scope and deliverables.
- Key assumptions, exclusions and limitations.
- Fee, VAT and expenses.
- Payment and cancellation terms.
- Inspection, commencement and delivery timescales.
- Access, information and documents required.
- Need for tests, specialist input, opening-up or statutory consent.
- Professional lead and relevant qualifications.
- Quotation validity period and next steps.