

LandAid's Free Property Advice Programme How it Works

1. LandAid brokers free property advice for **companies** rather than individuals.
2. Companies offering to give free property advice will be asked to **pledge** a number of days they are prepared to give (over the next 12-months), the property skills they can provide and where in the country they are available.
3. Companies will be expected to use their company's **professional indemnity insurance and standard documentation** to deliver the advice. For this reason, LandAid asks for someone with the correct authorisation within a company to sign the pledge.
4. Each company will **nominate a named person** to work with LandAid and be our key point of contact (Coordinator) to respond to and manage requests for free property advice.
5. LandAid will **source** a range of projects that would benefit from free professional property advice. These will be from charity partners we already fund, charities applying for grant funding or through charities that approach LandAid. LandAid brokers property advice for charities working in the UK with disadvantaged young people, families and communities, including those experiencing homelessness. Occasionally we may also broker advice for social enterprises and community groups.
6. LandAid will work with charities to **define** an initial application for property advice to ensure that a prospective piece of property advice is **clear, specific and manageable**. LandAid aim to match the requests we receive with the companies offering their property skills for free, subject to capacity and expertise. We do not guarantee to meet a request or a specific deadline for advice.
7. LandAid will approach the coordinator with a request where their company skills **match** those requested and are also willing to work where the charity is based (if needed). The coordinator will let LandAid know if they have the resource to meet the request within a reasonable time (a week).
8. We ask that providers of free property advice manage the work as if for a **fee-paying client**, ensuring the appropriate insurance is in place, standard documents are used and are keeping a **record** of the time spent and the rate at which they would normally charge. These figures will be provided to LandAid to assist with impact reporting.
9. LandAid will be a **point of contact** throughout the work should there be any difficulties, but the charity will be the provider's client and communication will be directly between them.
10. Both providers and receivers of free property advice are asked to **agree and sign LandAid's Code of Conduct** to ensure that best practice and the best outcomes are achieved for both parties.
11. Both providers and charities will be expected to **report** back to LandAid on the impact and success of the work and we will write up examples of best practice on our website.