



PM Referral Incentive

Property wisdom at work

Version: 1 | Last Updated: 2/06/2025
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Lomond PM Referral Incentive



£750 PROPERTY MANAGEMENT REFERRAL INCENTIVE – JUNE ONLY

We're excited to announce a £750 referral incentive in June, for this month only, designed to reward you for helping us bring in top talent. Your connections with skilled individuals can help us grow stronger as a team, and we want to recognise your contributions!

WHAT COUNTS AS A REFERRAL?

A referral can be:

- **Family Members or Friends:** Know someone in your circle who would be a great fit for our team? Refer them!
- **Professional Contacts:** If you've received excellent service or know someone professionally who would excel in our environment, we'd love to hear about them. As an example; If an agent comes to pick up keys for a property that they have been instructed on, or you have received exceptional customer service from a waitress in a restaurant, speak to them about our business!

**Please note you must have had a conversation about the business and the position you are referring them for.

REFERRAL PROCESS

To ensure that your referrals are tracked and considered, please follow these steps:

- All property management vacancies can be found on our new Internal Careers page.
- All referrals must be submitted through the "PROPERTY MANAGEMENT REFERRAL INCENTIVE – JUNE" vacancy ref (XXXX).
- Fill out the application form
- Submit!

WHAT HAPPENS AFTER THEY HAVE BEEN SUBMITTED?

Once referrals have been submitted, I will handle all initial pre-screening with the candidates. If they are successful at this stage, they will then be passed to the hiring manager for the relevant vacancy, and the recruitment process will continue.

If a referral is unsuccessful, feedback will be provided.

Please ensure you stay in touch with your referral for updates on their progress.

HOW WILL I GET PAID?

The referral fee is £750 in total. You will be eligible to receive £250 after the candidate has successfully completed each milestone at months 3, 6, and 9. Payments will be

made one month in arrears, so you will receive payments following the completion of months 4, 7, and 10.

To receive payment please make sure you speak with your Line Manager after months 3,6,9 so they can raise a CTT on your behalf, otherwise the payment will not be processed.

Q&A

Do I have to be with the business for a certain amount of time before I can refer someone and be eligible for the incentive?

No! It doesn't matter how long you have been with us, we want to incentivise all our staff regardless of length of service.

Will I still get paid if my referral leaves after month 3, 6, or 9?

You will only be paid £250 for each milestone that has been completed. If your referral leaves within the milestone period, you will be paid up to the last completed milestone.

Will I get paid if I forget to remind my Line Manager?

You won't receive payment within the standard timeframes unless your Line Manager is aware. However, don't worry, this doesn't mean you won't get paid at all. Once your Line Manager is notified, your payment will be processed in the following month's payroll.

Is this for all vacancies across Lomond?

The incentive is for Property Management positions, in June only.