



IN-HOUSE COMPLAINTS PROCEDURE

We are committed to providing a professional service to all our clients and customers. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please put it in writing, including as much detail as possible. We will then respond in line with the timeframes set out below (if you feel we have not sought to address your complaints within eight weeks, you may be able to refer your complaint to the Property Ombudsman to consider without our final viewpoint on the matter).

What will happen next?

- We will acknowledge in writing receipt of your complaint within 3 working days of receiving it.
- We will then investigate your complaint. This will normally be dealt with by the relevant line manager. A formal written outcome of our investigation will be sent to you within 15 working days of acknowledging your complaint.
- If, at this stage, you are still not satisfied, you should contact us again and we will arrange for a separate review to take place by the Managing Director. This will be acknowledged within 3 working days.
- You will receive a response from the Managing Director within 15 working days, confirming our final viewpoint on the matter.

If you remain dissatisfied, you can then contact The Property Ombudsman to request an independent review:

The Property Ombudsman Ltd
Unit 159756
PO Box 7169
Poole
BH15 9EL
01722 333 306
www.tpos.co.uk

Please note the following:

You will need to submit your complaint to The Property Ombudsman within 12 months of receiving our final viewpoint letter, including any evidence to support your case.

The Property Ombudsman requires that all complaints are addressed through this in-house complaints procedure, before being submitted for an independent review.