

COMPLAINTS PROCEDURE

We are committed to providing a professional service to all our clients and customers. If 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 (either via email or post) to the "Office Manager" of the branch you were dealing with (contact details at the bottom of this page), including as much detail as possible about your complaint. We will then respond in line with the timeframes set out below:

- We will send you a letter/email acknowledging receipt of your complaint within three working days of receiving it, enclosing a copy of this procedure.
- We will investigate your complaint. This will normally be dealt with by the Office Manager who will review your file and speak to the member of staff who dealt with you. A formal written outcome of our investigation will be sent to you within 15 working days of sending the acknowledgement letter. If you feel we have not sought to address your complaint within eight weeks, you may be able to refer your complaint to the Property Ombudsman to consider without our final viewpoint on the matter.
- If you are not satisfied with the initial response, you should contact us again and we will arrange for a separate review to take place by a senior member of staff.
- We will write to you within 15 working days of receiving your request for a review, 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
Milford House
43-45 Milford Street
Salisbury
Wiltshire
SP1 2BP

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.