

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 send you a letter acknowledging receipt of your complaint within three working days of receiving it, enclosing a copy of this procedure.
- We will then investigate your complaint. This will normally be dealt with by one of our managers, 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 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, along with any evidence supporting your case, to The Property Ombudsman within 12 months of receiving our final viewpoint letter.

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