

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.

We will where possible, make reasonable adjustments for consumers who might be disadvantaged because of factors such as their age, disability, lack of knowledge, lack of linguistic or numeracy ability, bereavement or do not speak English as a first language

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 Redress Scheme (PRS) to consider without our final viewpoint on the matter).

What will happen next?

- We will send you written acknowledgment of the 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 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 receipt of the original complaint. If you are not satisfied, you can request a further review.
- 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 are still not satisfied with our final viewpoint (or more than 8 weeks has elapsed since the complaint was first made) you can request an independent review from The Property Redress Scheme (PRS) without charge.

The complaint can be lodged on their website using the link below:

<https://www.theprs.co.uk/Complain>

Full information can be found there about ways your complaint can be lodged with them (online or by post).

Please note the following:

You will need to submit your complaint to The Property Redress Scheme within 12 months from the date of our final viewpoint, including any evidence to support your case.

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