

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 handled by the office manager, who will review the relevant information and consider the matters raised. All complaints will be handled in confidence. Where a complaint concerns the conduct of a member of staff, that member of staff will take no part in considering or deciding the complaint. A formal written outcome of our investigation will be sent to you within 10 working days of sending the acknowledgement letter.
- 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 a senior member of staff.
- We will write to you within 10 working days of receiving your request for a review, confirming our final viewpoint on the matter.
- If you are not satisfied with the final outcome of the complaints procedure or it has been over 28 working days without a response, you have the option of making your complaint to the ANUK/Unipol National Code:
<https://www.nationalcode.org/for-students/problems-complaints/>
- If you are still not satisfied after the last stage of the complaint procedure (and more than 8 weeks has elapsed since the complaint was first made), you can request an independent review from The Property Ombudsman without charge.

The Property Ombudsman **01722 333 306** admin@tpos.co.uk 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.

