

## 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.

We will where appropriate, make reasonable adjustments for consumers who might be disadvantaged because of factors such as their age, infirmity, disability, lack of knowledge, lack of linguistic or numeracy ability, economic circumstances, 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 Ombudsman to consider without our final viewpoint on the matter).

We have appointed Mr B Riches as General Manager of Austin Rees Ltd to deal with complaints. If you have a question or would like to make a complaint, please do not hesitate to contact him using the dedicated contact details shown below. Please note, we reserve the right to nominate an alternative case handler if necessary.

Mr B Riches  
General Manager  
Austin Rees Limited  
135-137 Dyke Road  
Hove  
BN3 1TJ

[complaints@austinrees.com](mailto:complaints@austinrees.com)

What will happen next?

- We will send you written acknowledgment of the receipt of your complaint within 3 working days of receiving it, enclosing a copy of this procedure.
- We will then investigate your complaint. This will normally be dealt with by Mr Riches 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, at this stage, you are still not satisfied, you should contact us again and we will arrange for a separate review to take place.
- 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 Ombudsman without charge.

**The Property Ombudsman**  
**33 The Clarendon Centre**  
**Salisbury Business Park**  
**Dairy Meadow Lane**  
**Salisbury**  
**SP1 2TJ**  
[admin@tpos.co.uk](mailto:admin@tpos.co.uk)  
**01722 333 306**

[www.tpos.co.uk](http://www.tpos.co.uk)

[www.tpos.co.uk/consumers/make-a-complaint](http://www.tpos.co.uk/consumers/make-a-complaint)

Please note the following:

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

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