

IN HOUSE COMPLAINTS PROCEDURE

We are committed to providing a professional service to all our clients and customers. If things go wrong, we need you to tell us about them. This will help us to resolve issues as soon as possible and improve our service going forward.

If you have a complaint, please put this in writing (letter or email) to us. We will acknowledge receipt and respond in line with the timescales and stages set out below. The process should take no longer than 8 weeks.

We consider the needs of the individual and, 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.

Stage 1—Your Complaint

Please put your complaint in writing either by letter or email and address it to **Vickie Howes or Darren Howes, Director**. Please include as much detail as possible, including dates, names of any members of staff you dealt with, and where you are able to enclosing/attach any supporting evidence.

Vickie Howes

4 East Street

Okehampton

EX20 1AS

vickie@howesestates.co.uk

Darren Howes

4 East Street

Okehampton

EX20 1AS

darren@howesestates.co.uk

Stage 2—Our Acknowledgement

Your complaint will be acknowledged within 3 working days of us receiving it, and we will start our in-house complaints procedure.

Stage 3—Our Investigation

Within 15 working days of receiving your complaint it will be investigated by Vickie Howes or Darren Howes they will provide a formal written response addressing your specific complaints and proposing resolutions where appropriate.

Stage 4—Our Final Investigation

If you remain unhappy, your subsequent complaint will be investigated and a suitable member of staff will provide a written response outlining our final position and proposing resolutions where appropriate, this will be done within 15 working days of receiving your complaint.

Stage 5—The Property Ombudsman

Should you remain dissatisfied after receiving our final viewpoint letter you can refer your complaint to:

The Property Ombudsman

Milford House

43-55 Milford Street

Salisbury

SP1 2BP

01722 333306

www.tpos.co.uk admin@tpos.co.uk

You must refer your complaint to The Property Ombudsman within 12 months of the date of our final viewpoint letter

**If we have not addressed your complaints within eight weeks,
you can refer your complaint to the Ombudsman.
*No charge will be made for any complaint we handle.***

Okehampton Branch – Registered In England

4 East Street

Okehampton, EX20 1AS

Sales: 01837 83393; Lettings: 01837 55755

winkleigh@howesestates.co.uk or enquiries@purelettingsdevon.co.uk

Registration No. 7520398

Holsworthy Branch

5 The Square

EX22 6DL

01409 253946

holsworthy@howesestates.co.uk

