

Complaints procedure

Huntleys

We are committed to providing a professional service to all our clients. However, when something goes wrong, please tell us about it. This will help us to improve our standards and put things right. Our procedure and timeframes for handling complaints are set out below.

- 1** Please put your complaint in writing, including as much detail as possible. Direct this to the person concerned as we would encourage the situation to be resolved between both parties in the first instance. They will send you a letter acknowledging receipt of your complaint within three working days of receiving it, enclosing a copy of this procedure.
- 2** If you are unhappy with the response received by the person concerned, your complaint should be put in writing to the office manager. Your complaint will be acknowledged within three days of it being received. A formal response will be sent out within 15 working days.
- 3** If you remain dissatisfied with the way your complaint has been handled, you may then write to the managing director at the following address:

Managing Director
Huntleys
7 Biggin Street
Loughborough
LE11 1UA

The director will acknowledge your complaint within three working days. A full review of your complaint will be undertaken, and an investigation will be carried out into the issues raised within your complaint and the grounds for escalation. Within 15 working days, a formal response will be provided confirming our final viewpoint on the matter.
- 4** If you are still not satisfied after the last stage of the in-house complaint procedure (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 Ltd
Milford House, 43-45 Milford Street
Salisbury, Wiltshire
SP1 2BP
01722 333 306
www.tpos.co.uk

Please note that if you wish to contact TPOS, you must do so within 12 months of the date of our final viewpoint letter. It is also important to note that TPOS will not consider your complaint until our internal complaint's procedure has been exhausted.

