

## 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 improve our service going forward and resolve issues as soon as possible.

If you have a complaint, please put this in writing (letter or email) to us. We will then acknowledge and respond in line with the timescales and stages set out below.

<p>Stage 1 - Your complaint</p> <p>Please put your complaint in writing either by letter or email and address it to <b>the branch manager</b>. 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/attaching any supporting evidence.</p>	<p>Address:</p> <p>Intus Lettings, Suite A, 2nd Floor, Osprey House, The Nest, Broadway, Salford M50 2UE</p> <p>Email: <a href="mailto:hmckendrick@intuslettings.com">hmckendrick@intuslettings.com</a></p>
<p>Stage 2 - Our acknowledgement</p> <p>Your complaint will be acknowledged and we will start our in house complaints process.</p>	<p>Timescale</p> <p>Within 3 working days of receiving your complaint.</p>
<p>Stage 3 - Our investigation</p> <p>Your complaint will be investigated and we will provide a formal written response addressing your specific complaints and proposing resolutions where appropriate.</p>	<p>Timescale</p> <p>Within 15 working days of receiving your complaint.</p>

Stage 4 - Final viewpoint

If you remain dissatisfied, you should contact us again and we will conduct a separate review to take place. This will outline our final viewpoint on the matter.

Timescale

Within 15 working days of receiving your request for a further review.

Stage 5 - The Property Ombudsman

If our final viewpoint letter does not resolve matters (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  
Milford House  
43-55 Milford Street  
Salisbury  
SP1 2BP

01722 333306  
www.tpos.co.uk admin@tpos.co.uk

Timescale

You must refer your complaint to the Ombudsman within 12 months of receiving our final viewpoint letter.

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