

COMPLAINTS HANDLING 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.

As a regulated RICS firm, we have in place this Complaints Handling Procedure (CHP) which meets the regulatory requirements. Our CHP has two stages.

- **Stage one** of the CHP gives our firm the opportunity to review and consider your complaint in full. Our firm will try to resolve your complaint to your satisfaction. If you are not happy with our response, you will have the opportunity to take your complaint to stage two.
- **Stage two** gives you the opportunity to have your complaint reviewed and considered by an independent redress provider, approved by RICS.

Stage One

We would hope that we are able to resolve most complaints informally through verbal discussion. If, however, having spoken to us about your complaint you feel that the matter has not been resolved, please put the details of your complaint in writing. Please include 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 (or the relevant body as below) 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 dealt with by a Partner of Clarke and Simpson 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 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 Managing Partner of Clarke and Simpson.
- The Managing Partner 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 dissatisfied with the outcome following the above process, then the complaint moves to Stage Two.



Clarke and Simpson
Well Close Square
Framlingham
Suffolk IP13 9DU
T: 01728 621200
email@clarkeandsimpson.co.uk
www.clarkeandsimpson.co.uk
VAT NO GB 521 283475

And at *The London Office*
40 St James's Place
London SW1A 1NS

Stage Two

If we are unable to agree on how to resolve your complaint then you have the opportunity to take your complaint to an independent redress provider, as approved by RICS Regulatory Board.

For Consumer clients or customers:

(Property and chattels)

admin@tpos.co.uk

Telephone: 01722 333306

www.tpos.co.uk

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 Clarke and Simpsons complaints procedure, before being submitted for an independent review.

For Business-to-Business customers:

IDRS Limited

24 Angel Gate

City Road

London

EC1V 2PT

Telephone: 0207 520 3800

Email: info@idsr.ltd.uk

www.idrs.ltd.uk

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