



## Lettings & Property Management – 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.

If you have a complaint about either our service or the service you have received from a contractor working on our behalf, 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).

### 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 team manager 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 senior member of staff.
- 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 remain dissatisfied, you can then contact The Property Ombudsman and / or the First-tier Tribunal (Housing and Property Chamber) to request an independent review:

The Property Ombudsman Ltd	First-Tier Tribunal for Scotland (Housing and Property)
Milford House 43-55 Milford Street Salisbury Wiltshire SP1 2BP	Tribunals Centre 20 York Street Glasgow G2 8GT
Tel: 01722 333306	Tel: 0141 302 5900
<a href="http://www.tpos.co.uk">www.tpos.co.uk</a>	<a href="http://www.housingandpropertychamber.scot">www.housingandpropertychamber.scot</a>

Cullen Property Ltd will supply further detail on The Property Ombudsman and the First-tier Tribunal on request.



Please note the following:

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 this in-house complaints procedure, before being submitted for an independent review.

Cullen Property Ltd is also a member of PropertyMark (Association of Residential Letting Agents (ARLA)) and abides by PropertyMark's Code of Practice and Ethics.

Cullen Property Ltd does not provide access to alternative dispute resolution services.