

**IN-HOUSE COMPLAINTS HANDLING PROCEDURE RELATING TO
THE PRACTICE OF BRIGHTS CHARTERED VALUATION SURVEYORS – ESTATE AGENTS – AUCTIONEERS.**

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.

We will 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.

If you have a complaint, 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).

A person has been appointed in this office to deal with complaints and you should not hesitate to contact the relevant person. Details are set out below:

Kevin J Bright FRICS

18 Bridgeland Street, Bideford, North Devon, EX39 2QE

Telephone Number: 01237 473241

Email:

kevin@brightsofbideford.co.uk

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 Kevin Bright (as above) 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 receipt of the original complaint.
- 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 are still not satisfied with our final view point (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 contact details are: The Property Ombudsman, Milford House, 43 – 45 Milford Street, Salisbury, Wiltshire, SP1 2BP

Tel: 01722 333306

Email: admin@pos.co.uk

Website: www.pos.co.uk

Please note the following:

You will need to submit your complaint to The Property Ombudsman within 12 months from the date of our final view point 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.

Chartered Valuation Surveyors, Estate Agents and Auctioneers. Est. 1982

Directors: K J Bright FRICS and S A Bright BSc (Hons)

18 Bridgeland Street Bideford, North Devon, EX39 2QE

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