

Making a sales complaint

Reeds Rains Jeremy Knight Estate Agents Ltd is a member of The Property Ombudsman Scheme (TPOS) and we aim to provide the highest standards of service to all our customers. To ensure that your interests are safeguarded and to make sure we put mistakes right, we have the following complaints process. The aim of this process is to resolve all customer issues or concerns as quickly as possible. In the majority of cases issues can be resolved quickly and amicably to customers' satisfaction by our branch colleagues.

Stage One – Jack Ford, Director

Complaints should, in the first instance, be directed to Jack Ford, Director. He will acknowledge your complaint in writing, within 3 working days, in line with this procedure and then endeavour to liaise with you to resolve your complaint immediately but no later than 15 working days from our letter of acknowledgement.

The address to write to is –

Jeremy Knight Estate Agents Ltd, Reeds Rains
23 High Street
Evesham, Worcestershire
WR11 4DH

Or email jack.ford@reedsrains.co.uk

Stage Two – The Property Ombudsman Service

If you still remain dissatisfied with the outcome of your complaint after dealing with the local branch Director, Jack Ford, or 8 weeks has elapsed since the complaint was first made, you may approach the Property Ombudsman without charge.

Details of how to contact the Property Ombudsman will be contained within the final viewpoint letter sent as the final response to your complaint. Information can also be found online at www.tpos.co.uk or email admin@tpos.co.uk.

For your information:

- You must make your complaint to the Property Ombudsman within 12 months of the date of our final viewpoint letter.
- The Property Ombudsman will not consider your complaint until our internal complaints procedure has been exhausted and you have received our final viewpoint letter.
- The Property Ombudsman recommends paying any outstanding fees on a "without prejudice" basis to avoid late-payment charges and/or further action.

Making a lettings complaint

Reeds Rains Jeremy Knight Estate Agents Ltd is a member of The Property Ombudsman Scheme (TPOS) for lettings and we aim to provide the highest standards of services to all our customers. To ensure that your interests are safeguarded we have the following complaints procedure in place. The aim of this process is to resolve all customer issues or concerns as quickly as possible. In the majority of cases we hope that any issues can be resolved quickly and amicably to customers' satisfaction by our branch colleagues.