



Day & Co
ESTATE AGENTS

28 Cavendish Street, Keighley BD21 3RG
01535 664 609 | keighley@dayandcoestateagents.co.uk
www.dayandcoestateagents.co.uk

INTERNAL 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.

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).

What will happen next?

- We will send you a letter/e-mail 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 be dealt with by a senior member of staff who will review your file and speak to the member/members 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/e-mail this will be our final viewpoint and final response.

Company Address: 28 Cavendish Street, Keighley, BD21 3RG
Company Reg. 10811421 | Registered England & Wales, Limited Company
Company Name: Day & Co Estate Agents Limited



MEMBERSHIP No T00101



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- If you remain dissatisfied, you can then contact The Property Ombudsman to request an independent review:

The Property Ombudsman Ltd
Milford House
43-45 Milford Street
Salisbury
Wiltshire
SP1 2BP

01722 333 306

www.tpos.co.uk

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.

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