

## COMPLAINTS PROCEDURE.

We are committed to providing a professional service to all our clients. 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, please put it in writing (letter or email), including as much detail as possible.

On receipt of a complaint, we will investigate the issue(s) you have raised on your complaint fully and respond to you accordingly. The timescales for dealing with a complaint are as follows:

- You will receive an 'acknowledgement of receipt' of your complaint from us within 3 working days of receipt of your complaint.
- Within 15 working days of the acknowledgement, you will receive a full response.
- If we are unable to resolve the matter within the 15 working days as stated above, we will provide you with reasons why we could not meet this time frame and provide you with an estimate of when a full response will be received.
- After our final written response, we may deem the complaint closed. If we deem the matter closed, then we reserve the right not to enter into any further correspondence.

We are members of the Property Redress Scheme. If you remain unhappy with the response received from us and have exhausted our complaints procedure, you can contact the Property Redress Scheme to ask them to investigate your complaint. In order to take your complaint to The Property Redress Scheme you must first have carried out the following:

- You have waited 8 weeks from the date of your written complaint to us for a response; and
- It is still within one year from the last communication with you regarding this complaint.

The Property Redress Scheme is a government approved Redress Scheme who resolves complaints between Members and their consumers. The complainant must have exhausted the Member's internal complaints procedure and remain dissatisfied with the Member's response. The Property Redress Scheme is free to use for the complainant and further information and guidance on how to resolve complaints is available via their website.

Web: [www.FoulstoneEstateAgents.co.uk](http://www.FoulstoneEstateAgents.co.uk)

Email: [Sales@FoulstoneEstateAgents.co.uk](mailto:Sales@FoulstoneEstateAgents.co.uk) Email: [Lettings@FoulstoneEstateAgents.co.uk](mailto:Lettings@FoulstoneEstateAgents.co.uk)

Registered in England & Wales No: 9601710 VAT Registration Number: 264 7447 77





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PE24 5TH.

Tel: 01754 872724

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Sales

Lettings

Auctions

Property Management

Mortgages

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In order to make a complaint, please contact the Property Redress Scheme directly or alternatively, visit their website and fill out a Complaints Form. The Property Redress Scheme contact details are as follows:

Web: [www.theprs.co.uk](http://www.theprs.co.uk)

Email: [complaints@theprs.co.uk](mailto:complaints@theprs.co.uk)

Telephone: 0333 321 9418

By post at: The Property Redress Scheme,  
Premiere House, 1st Floor  
Elstree Way  
Borehamwood  
WD6 1JH

Web: [www.FoulstoneEstateAgents.co.uk](http://www.FoulstoneEstateAgents.co.uk)

Email: [Sales@FoulstoneEstateAgents.co.uk](mailto:Sales@FoulstoneEstateAgents.co.uk) Email: [Lettings@FoulstoneEstateAgents.co.uk](mailto:Lettings@FoulstoneEstateAgents.co.uk)

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