

## COMPLAINTS PROCEDURE

Carter Jonas is committed to providing a professional service to all clients and customers and if something goes wrong we need to know about it. If you have a complaint that you have been unable to resolve satisfactorily with your local Carter Jonas office please write to us giving as much detail as possible. You can contact us by sending an email to [complaints@carterjonas.co.uk](mailto:complaints@carterjonas.co.uk) or by writing to us at Carter Jonas Complaints, 51 Northbrook Street, Newbury. RG14 1DT

We endeavour to deal with any complaint as quickly as possible however you should be aware that we have up to eight weeks to consider the matter. So that you know what to expect we have summarised the typical stages of reviewing a complaint.

<i>Acknowledgement</i>	<ul style="list-style-type: none"> <li>You will receive an acknowledgement that we have received your complaint within 3 working days.</li> </ul>
<i>Investigation</i>	<ul style="list-style-type: none"> <li>We will investigate the circumstances of your complaint and discuss with the local Office where appropriate.</li> </ul>
<i>Findings</i>	<ul style="list-style-type: none"> <li>We will provide a written summary of our findings within 15 working days of sending you the acknowledgement letter.</li> </ul>
<i>Review</i>	<ul style="list-style-type: none"> <li>If you wish to comment or request a further review you should contact us again.</li> </ul>
<i>Final response</i>	<ul style="list-style-type: none"> <li>We will then have 15 working days to complete our review at which time we will send you a final written viewpoint on the matter.</li> </ul>

### Alternative Dispute Resolution and Ombudsman Services

If you are dissatisfied with our conclusion or any aspect of our handling of your complaint you may refer your concerns to an independent body for consideration; typically this will involve neutral evaluation, negotiation, conciliation, mediation, and arbitration.

The body to whom referrals are made will depend on who you are and the nature of the service we have provided; this is explained below. The ADR and Ombudsman services do not have the authority to take legal action against us, impose fines or dictate way we conduct our business. Referring the matter for review does not preclude you from taking separate legal advice.

Referrals should be made within 12 months of us issuing our final viewpoint. Matters which are subject to legal proceedings cannot be referred for adjudication.

Please note that if an invoice has been issued our fees remain due unless we agree in writing to place the account on hold pending the outcome of the complaint review.

## Which service do you need?

We are happy to guide you if are unsure which route is appropriate for you. For clarification please email us at [complaints@carterjonas.co.uk](mailto:complaints@carterjonas.co.uk).

<p><b>CONSUMER</b> <i>Including sales, lettings, survey and valuation.</i></p> <p><i>Please follow this route if we have provided services to you as an individual ie. not a company or trading body.</i></p>	<p>The appropriate service for you is <b>The Property Ombudsman Services (TPOS)</b> - <a href="http://www.tpos.co.uk">www.tpos.co.uk</a>.</p> <ul style="list-style-type: none"> <li>You can find guidance on the complaints process on the TPOS website which can be found by following this link - <a href="#">TPO Consumer Guide</a>.</li> <li>You may write to The Property Ombudsman Ltd, Milford House, 43-45 Milford Street, Salisbury, Wiltshire. SP1 2BP</li> <li>Our registration number with TPOS is R00346.</li> </ul>
<p><b>COMMERCIAL SURVEY OR VALUATION</b></p> <p><i>Please follow this route if your complaint relates to a survey or valuation.</i></p>	<p>The RICS have appointed <b>The Centre for Dispute Resolution (CEDR)</b> to review all commercial (business to business) survey and valuation complaints.</p> <ul style="list-style-type: none"> <li>CEDR can be contacted on 0207 536 6116 or by email to <a href="mailto:application@cedr.com">application@cedr.com</a>.</li> <li>You can find full details of how to submit a request for review on the CEDR website at <a href="http://www.cedr.com">www.cedr.com</a>. If you use the website please click on the Consumer Disputes section and then on the RICS icon or alternatively <a href="#">click here</a>.</li> <li>A flowchart showing the CEDR adjudication process can be <a href="#">found here</a>.</li> <li>Our registration number with the RICS is 001204.</li> </ul>
<p><b>ALL OTHER MATTERS</b> <i>Including general professional services and complaints brought by companies or other trading bodies.</i></p> <p><i>Please follow this route for all other complaints not falling into the categories above.</i></p>	<p>You may request the appointment of an <b>Independent Dispute Resolver</b> appointed by the RICS using their Dispute Resolution Service. Full details can be found on the RICS website at <a href="https://www.rics.org/uk/">https://www.rics.org/uk/</a>.</p> <ul style="list-style-type: none"> <li>The RICS can be contacted at RICS Dispute Resolution Service, 55 Colmore Row, Birmingham, B3 2AA. Tel (0) 20 7334 3806.</li> <li>We can either request this service or you may approach the RICS yourself.</li> <li>Our registration number with the RICS is 001204.</li> </ul>