



## Atwell Martin Complaints Procedure

We are committed to providing all of our clients and customers with the highest level of professional service. By letting us know when you have a problem when something goes wrong, we can work with you to understand that has happened and put it right as well as help us to improve our standards.

[ampm-property.com](http://ampm-property.com)

If you have a complaint, please put it in writing (email or letter), 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 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 the office manager 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 sending the acknowledgement letter.
- 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 after the last stage of the in-house complaint procedure (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 Property Ombudsman  
Unit 159756  
PO Box 7169  
Poole  
BH15 9EL

01722 333 306  
[admin@tpos.co.uk](mailto:admin@tpos.co.uk)  
[www.tpos.co.uk](http://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.

If you feel your complaint has not been satisfactorily dealt with by us and the Property Ombudsman, you can send your complaint to Propertymark by going to their website and downloading a complaints form.

Propertymark  
01926 496 791  
[complaints@propertymark.co.uk](mailto:complaints@propertymark.co.uk)  
[propertymark.co.uk/professional-standards/complaints](http://propertymark.co.uk/professional-standards/complaints)