We are committed to providing a professional service to all our clients and customers. If things go wrong, we need you to tell us about them. This will help us to resolve issues as soon as possible and improve our service going forward.

If you have a complaint, please put this in writing (letter or email) to us. We will acknowledge receipt and respond in line with the timescales and stages set out below. The process should take no longer than 8 weeks.

We consider the needs of the individual and, 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.

Stage 1—Your Complaint

Please put your complaint in writing either by letter or email and address it to Richard Morris, Director. Please include as much detail as possible, including dates, names of any members of staff you dealt with, and where you are able to enclosing/attaching any supporting evidence.

R L Morris Ltd
32 High Road
South Woodford
London E18 2QL
Email: info@rlmorrisproperty.co.uk

Remember to include details for complaints from a 3rd party or contractor if they differ from your usual complaints procedure

Stage 2—Our Acknowledgement

Your complaint will be acknowledged, and we will start our in-house complaints procedure

Timescale
Within 3 working days of receiving your complaint

Stage 3—Our Investigation

Your complaint will be investigated and R L Morris Ltd will provide a formal written response addressing your specific complaints and proposing resolutions where appropriate

Timescale
Within 15 working days of receiving your complaint

Stage 4—Our Final Investigation

If you remain unhappy, your subsequent complaint will be investigated and R L Morris Ltd will provide a written response outlining our final position and proposing resolutions where appropriate

Timescale
Within 15 working days of receiving your complaint

Stage 5—The Property Ombudsman

Should you remain dissatisfied after receiving our final viewpoint letter you can refer your complaint to:
The Property Ombudsman
Unit 159756,
PO Box 7169,
Poole,
BH15 9EL.
01722 333306
www.tpos.co.uk admin@tpos.co.uk

Timescale

You must refer your complaint to The Property Ombudsman within 12 months of the date of our final viewpoint letter

If we have not addressed your complaints within eight weeks, you can refer your complaint to the Ombudsman.
No charge will be made for any complaint we handle.