

Gascoignes Residential (Claygate) Limited
Trading as Grosvenor Billinghamurst
Claygate/Hinchley Wood Offices

Complaints Procedure

This note sets out the procedure we will follow in dealing with any client complaint:

1. We have appointed

Christopher Burton
Grosvenor Billinghamurst
2 The Parade
Claygate
Surrey
KT10 0NU
Tel: 01372 462323
e-mail Chris@grosvenorb.co.uk

to deal with complaints. If you have any queries or if you would like to give the company any form of feedback about the service standards you have experienced, then please don't hesitate to contact him.

2. If you have initially made your complaint verbally – whether fact-to-face or on the phone – please also confirm it in writing, addressed to Christopher Burton.
3. Once we have received your written complaint, Christopher Burton will contact you in writing within seven days. At this stage we will give you our understanding of your case. We will also invite you to make any further comments that you may have in relation to this.
4. Within twenty one days of receipt of your further written summary, Christopher Burton will write to you, to inform you of the outcome of his internal investigation into your complaint and to let you know what actions we have taken, or will take.
5. If you are dissatisfied with any aspect of our handling of your complaint, or the outcome of our internal investigation, you should refer to The Managing Director of our Parent Company, Gascoignes Property Services Ltd, Ian L. Davies FNAEA at 8 High Street, Cobham, Surrey, KT11 3DY Tel: 01932 588288 who will personally conduct a separate review of your complaint and contact you within fourteen days to inform you of the conclusion of this review.
6. Alternatively, if you remain dissatisfied with any aspect of our handling of your complaint, then the matter can be referred to The Property Ombudsman at Beckett House, 4 Bridge Street, Salisbury, Wiltshire SP1 2LX (Tel: 01722 333306).