
EC RESIDENTIAL LTD - LETTING AGENTS COMPLAINTS POLICY

1. Definitions

1.1 In this Complaints Policy the following expressions have the following meanings:

“Appeal”	means your request to escalate a Complaint from Level One to Level Two if you are not satisfied with the outcome at Level One;
“Appeal Handler”	means a senior member of staff of EC Residential Ltd who will handle Level Two Complaints;
“Business Day”	means, any day (other than Saturday or Sunday) on which ordinary banks are open for their full range of normal business in London
“Complaint”	means a complaint about the service provided by EC Residential Ltd about our customer service, or about our staff;
“Complaint Handler”	means a member of staff of EC Residential Ltd who will handle Level One Complaints
“Complaints Policy”	means this document;
“External Resolution”	means the referral of your Complaint to an external redress scheme for resolution if you are not satisfied with the outcome at Level Two;
“Level One”	means the first stage in our complaints handling procedure under which your Complaint will be handled by a Complaint Handler;
“Level Two”	means the second stage in our complaints handling procedure under which you may appeal the outcome of a Level One Complaint. Your Complaint will be handled by an Appeal Handler[;];

2. Purpose of this Complaints Policy

2.1 EC Residential Ltd welcomes and encourages feedback of all kinds from our customers. If you have a Complaint about our services, our customer service, or about our staff, not only do we want to resolve it to your satisfaction but we also want to learn from it in order to improve our business and customer experience in the future.

2.2 It is our policy to resolve Complaints quickly and fairly, where possible without recourse to formal investigations or external bodies. In particular, the aims of this Complaints Policy are:

2.2.1 To provide a clear and fair procedure for any customers who wish to make a Complaint about our services, our customer service, or about our staff;

- 2.2.2 To ensure that everyone working for or with EC Residential Ltd knows how to handle Complaints made by our customers;
- 2.2.3 To ensure that all Complaints are handled equally and in a fair and timely fashion;
- 2.2.4 To ensure that important information is gathered from Complaints and used in the future to avoid such a situation arising again.

3. What this Complaints Policy Covers

- 3.1 This Complaints Policy applies to the provision of services by EC Residential Ltd, to our customer service and to our staff.
- 3.2 For the purposes of this Complaints Policy, any reference to EC Residential Ltd also includes our employees, agents and subcontractors.
- 3.3 The following are not considered to be Complaints:
 - 3.3.1 Matters concerning contractual or other legal disputes;
 - 3.3.2 Formal requests for the disclosure of information, for example, under the Data Protection Act;

4. Making a Complaint

- 4.1 All Complaints, whether they concern our services, our customer service, or our staff, should be made in one of the following ways:
 - 4.1.1 In writing, addressed to Complaints EC Residential Ltd 16a Baker Street W1U 3BL
 - 4.1.2 By email at admin@ecresidential.co.uk
- 4.2 When making a Complaint, you will be required to provide the following information in as much detail as is reasonably possible:
 - 4.2.1 Your name, address, telephone number and email address (We will contact you using your preferred contact method as your Complaint is handled);
 - 4.2.2 If you are making a Complaint on behalf of someone else, that person's name and contact details as well as your own;
 - 4.2.3 If your Complaint relates to a particular property we are dealing with, the property details;
 - 4.2.4 If you are making a Complaint about a particular member of staff, the name and, where appropriate, position of that person;
 - 4.2.5 Further details of your Complaint including, as appropriate, all times, dates, events, and people involved;
 - 4.2.6 Details of any documents or other evidence you wish to rely on in support of your Complaint;
 - 4.2.7 Details of what you would like EC Residential Ltd to do to resolve your Complaint and to put things right. (Please note that whilst we will make every reasonable effort to accommodate such requests, we are not bound to take any action beyond that which we may be contractually or otherwise legally obliged to take.)

5. How We Handle Your Complaint

- 5.1 EC Residential Ltd operates a two-stage complaints handling procedure. Following our Complaints Procedure, our aim is to always resolve Complaints to your satisfaction at Level One without further recourse to Level Two. If you are not satisfied at the end of Level One, you may escalate your Complaint to Level Two. If you are still not satisfied at the end of Level Two, Complaints may progress to External Resolution
- 5.2 Level One:
- 5.2.1 Upon receipt of your Complaint identified above in Section 4.1 we will acknowledge receipt of it in writing within 3 days of receipt
- 5.2.2 If your Complaint relates to a specific member of staff, that person will be informed of your Complaint and given a fair and reasonable opportunity to respond. Any communication between you and the staff member in question should take place only via the Complaint Handler and we respectfully ask that you do not contact the staff member in question directly concerning the Complaint while we are working to resolve it.
- 5.2.3 If we require any further information or evidence from you, the Complaint Handler will contact you as quickly as is reasonably possible to ask for it. We ask that you use reasonable efforts to supply any such information or evidence quickly in order to avoid delaying the complaints handling process. If you are for any reason unable to provide such information or evidence we will use all reasonable efforts to proceed without it, however please be aware that we will not ask for further information or evidence unless we consider it important to the successful resolution of your Complaint.
- 5.2.4 We aim to resolve Level One Complaints within 15 working days . However in some cases, particularly if your Complaint is of a complex nature, this may not be possible.
- 5.2.5 At the conclusion of the Level One complaints procedure, regardless of the outcome, we will provide you with full details of our investigation, our conclusions from that investigation, and any action taken as a result.
- 5.3 Level Two:
- 5.3.1 If you are not satisfied with the resolution of your complaint at Level One, you may appeal the decision within 3 working days and have the complaint escalated to Level Two. Appeals are handled by senior member of our team.
- 5.3.2 Receipt of Appeals will be acknowledged in writing within 3 working days.
- 5.3.3 If your Complaint relates to a specific member of staff, that person will be informed of your Appeal and given a further opportunity to respond. Any communication between you and the staff member in question should take place only via the Appeal Handler and we respectfully ask that you do not contact the staff member in question directly concerning the Complaint while we are working to resolve it.

- 5.3.4 If we require any further information or evidence from you, the Appeal Handler will contact you as quickly as is reasonably possible to ask for it. We ask that you use reasonable efforts to supply any such information or evidence to us quickly in order to avoid delaying the complaints handling process. If you are for any reason unable to provide such information or evidence we will use all reasonable efforts to proceed without it, however please be aware that we will not ask for further information or evidence unless we consider it important to the successful resolution of your Complaint.
 - 5.3.5 We aim to resolve Level Two Complaints within 15 working days however in some cases, particularly if your Complaint is of a complex nature, this may not be possible.
 - 5.3.6 At the conclusion of the Level Two procedure, regardless of the outcome, we will provide you with full details of our investigation, our conclusions from that investigation, and any action taken as a result. Our decision at this stage is final, subject to your right to seek External Resolution of your Complaint.
 - 5.3.7 As we are a member of The Property Redress Scheme you, as a service user, have the right to seek External Resolution of your Complaint from that redress scheme if you are not satisfied with the outcome of your Level Two Complaint.
- 5.4 External Resolution:
- 5.4.1 If you are not satisfied with the resolution of your Complaint at Level Two you may refer your Complaint to The Property Redress Scheme Any such referral must be made within 6 months of receipt of our final decision.
 - 5.4.2 For details of their complaint and conflict resolution mechanisms, please contact them via their website at <https://www.propertyredress.co.uk/> Please note that The Property Redress Scheme may decline to deal with Complaints from certain types of customer.

6. Confidentiality and Data Protection

- 6.1 All Complaints and information relating thereto are treated with the utmost confidence. Such information will only be shared with those staff members of EC Residential Ltd who need to know in order to handle your Complaint.
- 6.2 All personal information that we may collect (including, but not limited to, your name and address) will be collected, used and held in accordance with the provisions of the Data Protection Act 1998 and your rights under that Act.