

IN-HOUSE COMPLAINTS PROCEDURE

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.

Write:

LPC Living Ltd
Canada House
3C Broadgate
Oldham Broadway Business Park
Greater Manchester
OL9 9XA

Email: customercare@lpcliving.co.uk

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 Debbie Mason, Residential 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.

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 we 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 we 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

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
Milford House
43-55 Milford Street
Salisbury
SP1 2BP

Tel: 01722 333306 / **Email:** 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