

OUR COMMITMENT TO GETTING IT RIGHT - YOUR VOICE MATTERS

When dealing with property we know from time to time things do not always go as smoothly as we would hope. The Acorn Group will always do our absolute best to correct any mistakes as we believe in treating all our customers fairly. Our aim is to resolve the matter as soon as we can by:

- Understanding what went wrong and why
- Looking for ways to fix any mistakes made
- Explaining the issue, what we have done and what will happen next

What do you need to do?

In order to work with you to resolve any mistakes made, we need to know what has gone wrong. To resolve your issue quickly, please contact the local Branch Manager or Head of Department as they will have a detailed knowledge of you and your property. They will work with you to try to put things right.

Stage 1 - Formal Complaint

Occasionally the Property Manager may not be able to help put things right, so if you are not happy and your issue is unresolved, please email pmcomplaints@acorngroup.co.uk and you will be put in touch with a Senior Manager who will acknowledge your complaint within three working days and provide a full response in writing within 15 working days.

Stage 2 - Formal Complaint

If after receiving our response in writing you still consider your complaint to be unresolved, please email our Regional Director of Property Management, Amy Knowles at amy.knowles@acorngroup.co.uk. Amy will acknowledge your complaint within three working days and provide a full response in writing within 15 working days.

We are members of Propertymark (Lettings)

Where you believe there is evidence an agent has breached their Conduct and Membership Rules and you feel your lettings complaint has not been satisfactorily dealt with by ourselves and the redress scheme, you can send your complaint to Propertymark. Examples of this include, but are not limited to, misuse of client money, failure to uphold high standards of ethical and professional practice and failure to answer correspondence. 01926 496791 | compliance@propertymark.co.uk.

Customer Care

The Acorn Group Customer Services
9 St Marks Road
Bromley
Kent
BR2 9HG

customerservices@acorngroup.co.uk
020 8315 6929

Stage 3 - Independent Redress

If we are unable to resolve your complaint or more than 8 weeks has passed since you first made your complaint you can refer your case to the ombudsman. This is a free independent service and they will undertake a full case review and the actions The Acorn Group have taken to try to resolve the case. The Acorn Group are members of The Property Ombudsman (TPO).

The Property Ombudsman

The Property Ombudsman (TPO)
Unit 159756
PO Box 7169
Poole
BH15 9EL

01722 333306
admin@tpos.co.uk
www.tpos.co.uk

Please note any referral to The Property Ombudsman must be made within 12 months of receiving our full and final response.