



COMPLAINTS HANDLING PROCEDURE **BLOCK MANAGEMENT**

1. In the first instance please contact the Department Manager at the branch you have been dealing with. Please put your complaint in writing so that we have a full understanding of the reasons for your complaint. Your grievance will be acknowledged in writing within 3 working days and investigated in accordance with our 'in house' procedures and a reply sent to you within 15 working days from receipt of your complaint.
2. If you are not satisfied with the outcome of the initial investigation and response, you can refer your complaint to the Director in charge of the department for a final review. Please send your written complaint to:-

Mr Simon Pinkney
Director
Field Palmer Block Management
2 & 4 New Road
Southampton
SO14 0AA
Email: simonpinkney@fieldpalmer.com

Your grievance will be acknowledged in writing within 3 working days and a final review carried out as quickly as possible and you will receive a written reply within 15 working days from receipt of your complaint.

3. If we are unable to agree on how to resolve your complaint then you have the opportunity to take your complaint to an independent redress provider. Please, therefore, send your complaint within 12 months to our approved provider namely:-

The Property Ombudsman
Milford House
43-55 Milford Street
Salisbury
SP1 2BP
Tel: 01722 333306
Fax: 01722 332296
Email: admin@tpos.co.uk



N.B Should your complaint be in reference to the fairness of your service charges, we are afraid that we cannot consider this as a formal complaint as complaints are for the purpose of investigation into the service of Field Palmer Block Management. In addition, the Property Ombudsman cannot assess this matter either. As recommended via the Property Ombudsman, we can provide all the information surrounding the charges, if not already, and talk you through these if you wanted an appointment for this purpose. However, ultimately, if you do want to challenge the fairness of your charges, an application must be made to the First Tier Tribunal.